

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: GCD

**PROFESSIONAL STAFF HIRING**

The Board of School Trustees has the legal responsibility of approving the employment of all employees. The Board assigns to the Superintendent and his designees the responsibility for recruiting and recommending administrative and teaching staff members as needed. All personnel selected must be recommended by the Superintendent or his designee and approved by the Board.

The Vigo County School Corporation is an Equal Opportunity Employer and will provide equal opportunities for employment and advancement of all individuals as stated in Policy GBA.

The following procedure shall be utilized in staff selection:

**Employment Procedures**

Applicants for certificated teaching and administrative positions in the Vigo County School Corporation are to apply for such positions to the Director of Personnel.

Each candidate who seeks a position with this corporation will be given or sent an application and an accompanying letter explaining general application requirements and procedures.

When an application is received, a letter will be sent to the applicant acknowledging receipt of the application and information about vacancies and interviews.

All applications that have been on file for more than one year will be removed in October of each year, unless a candidate requests that his file remain active. The purpose of this procedure is to maintain, in the Personnel Office, a current, up-to-date file of available applicants.

**Interviews**

The Director of Personnel will make an effort to interview all candidates who wish an interview. Applicants may also be interviewed by other central office administrators, principals, department chairmen, or other teachers.

Each person conducting an interview will complete an interview form and file the form with the application.

**Candidate Selection**

Final selection of candidates will be determined on the basis of the interview, credentials, transcripts, experience, and special talent or skills related to the position

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available. Special consideration will be given to the recommendations of the principal or supervisor for whom the candidate will work.

In each case, the candidate recommended to the Board will be the best available in the judgment of the interviewers.

**Candidate Notification**

All candidates interviewed for a particular position will be notified in writing when an applicant has been selected and approved by the Board.

Adoption Date:        May 25, 1977; Revised: April 30, 1992

Legal Ref:

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