



# Center Area School District

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: AUGUST 15, 2005

REVISED: MARCH 16, 2006

	<p style="text-align: center;">504. EMPLOYMENT OF CLASSIFIED EMPLOYEES</p> <p>1. Purpose The Board places substantial responsibility for effective operation of the district with professional employees who are employed by the district. The Center Area School District is firmly committed to selecting and employing the best and most qualified person for the available position, without discrimination.</p> <p>2. Authority The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.</p> <p>Prior to the advertising and interviewing of such positions, the Superintendent shall identify the qualifications and job description for said position with approval by Board of Education. The process for said position must include the following Phases adjusted according to specific qualifications as identified by the Superintendent and approved by the Board of Education:</p> <p><u>Phase I – Screening of Applications</u></p> <ol style="list-style-type: none"> <li>1. Listing of necessary credentials</li> <li>2. Screening Team composition</li> <li>3. Decisions will be by consensus. In the event a consensus cannot be reached candidates deemed worthy by any member of the Phase I team will be asked to participate in the next phase of the selection process. A chairperson will report consensus or discord to the board.</li> </ol> <p><u>Phase II – Screening Interview</u></p> <ol style="list-style-type: none"> <li>1. Screening Team Composition</li> <li>2. Decisions will again be by consensus; however, candidates with support from a majority of the Phase II screening team will be asked to participate in the next phase of the process, with discord reported to the Board.</li> </ol>
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