



## **4100.1: RECRUITMENT AND SELECTION: CERTIFICATED STAFF**

Applications will be accepted from candidates who have graduated, or who are preparing to graduate, from accredited colleges and universities. The Human Resources Office will be responsible for disseminating information about the District and for obtaining and processing all application inquiries. Applicants inquiring about positions in the District will be directed to the Human Resources Website.

Whenever necessary, representatives of the administrative staff will visit accredited colleges and universities to recruit outstanding prospective candidates. The Human Resources Office may advertise vacant positions on the Millard Public School's web page, through local newspapers, social media sites, college and university placement offices, and/or professional organizations.

### **Selection**

The Human Resources Office reviews and screens applications. When applicants' files are complete, screening and position interviews will be arranged as deemed necessary. Following position interviews, applicants will be notified of the status of their application.

Election of all certificated employees shall be by the action of the Board of Education upon the recommendation of the Superintendent. No applicant shall be employed to teach unless he or she holds or will hold, at the beginning of the term of the contract, a valid Nebraska Certificate or permit issued by the Commissioner of Education legalizing him or her to teach the grade or subjects to which elected. The contract for employment will be in writing.

Whenever practical, teachers will not be assigned to teach or coach their own children.

Such nomination and election of employees shall be subject to the provisions of the laws of the State of Nebraska.

**Date of Adoption**  
**August 21, 1979**

**Date of Revision**

**April 6, 1992**

**September 7, 1993**

**December 21, 1998**

**October 16, 2006**

**January 21, 2013**

**Reaffirmed**

**January 8, 2018**

**July 9, 2018**

**Related Policies and Rules**

**[4100: Recruitment, Selection, and Non-Discrimination](#)**

**Legal Reference**

**Neb. Rev. Stat. §§79-817 through 79-820**