

Series 3000 Personnel

Section 3300 Service Personnel

Policy 3503 Service Personnel Recruitment/Hiring Policy

3503.1 The Harrison County School System shall employ, with the Superintendent's recommendation and Board of Education's approval, service personnel on the basis of the applicant's seniority, qualifications, and evaluations of past service.

3503.2 EMPLOYMENT OF SUBSTITUTES

3503.2.1 Once a demand for substitutes is determined by the Superintendent or designee, applications will be solicited through online hiring process and local media.

3503.2.2 Postings, including the board approved job description, will be publicized for a minimum of 5 days.

3503.2.3 Applicants shall be accepted through online bidding. An applicant may rescind a bid within 24 hours of the date the posting closes only.

3503.2.4 Applicants will be contacted by Personnel to take the State's written competency test for the classification listed in the posting.

3503.2.5 Within 48 hours of the written test, applicants will be notified by Personnel if they passed or failed the written competency test.

3503.2.6 Within 5 days of the written test, applicants who pass the competency test will be contacted by Personnel to schedule a performance test.

3503.2.7 Within 5 days of the performance test, applicants who pass the performance test will be contacted to schedule a job shadowing opportunity.

3503.2.8 An interview will be scheduled with fulfillment, receipt, and confirmation of the following by Personnel: passing score for written competency test, passing score for performance test (as required by the State for the particular classification), job shadowing (as needed), criminal background check, proof of minimum qualifications.

3503.2.9 Applicants who fail to produce, pass, or complete any of the necessary components listed in 3503.2.8 shall be dismissed and may reapply for future postings for substitutes.

3503.3 FILLING A VACANCY

3503.3.1 Vacancies for service personnel shall be posted and accepted through online bidding. Simply telling someone of intent or interest in a position will not be considered a submission of a bid for a position. Assistance with the online bidding process is available on the county's website at <http://www.harcoboe.com/uploads/File/Job%20Board%20Instructions.pdf> or on First Floor of Kelly Miller building.

3503.3.2 An applicant may rescind a bid within 24 hours of the date the posting closes only.

3503.3.3 Applicants for posted vacancies shall be considered in the following order, with the determining factor being seniority:

3503.3.3.1 Regularly employed service who hold a classification title within the classification category of the vacancy

3503.3.3.2 Service personnel who have held a classification title within the classification category of the vacancy whose employment has been discontinued

3503.3.3.3 Regularly employed service personnel who do not hold a classification title within the classification category of the vacancy

3503.3.3.4 Service personnel who have not held a classification title within the classification category of the vacancy and whose employment has been discontinued

3503.3.3.5 Substitute service personnel who hold a classification title within the classification category of the vacancy

3503.3.3.6 Substitute service personnel who do not hold a classification title within the classification category of the vacancy

3503.3.3.7 New service personnel

3503.3.4 All posted vacancies shall be filled within 20 working days from the last date of the posting date.

3503.3.5 If requested in writing, Personnel shall specify the valid cause why a service person with the most seniority was not promoted or employed in a position for which he/she applies.

Approved by Harrison County Board of Education

Approved: December 3, 2013

Effective Date: January 1, 2014