ANDERSON COMMUNITY SCHOOLS

KNOWLEDGE • SERVICE • COMMUNITY

Appendix C

Hiring Procedures

ANDERSON COMMUNITY SCHOOL CORPORATION

Dr. Timothy W. Smith
Assistant Superintendent for Human Resources
1600 Hillcrest Avenue
Anderson, IN 46011

tsmith@acsc.net
Tel: 765-641-2008
Fax: 765-641-2106

Hiring Process
For
Anderson Community Schools

- Vacated positions are posted on ACSC Applitrack application system
- Applications are received electronically for entire district
- Building Principals are provided access to Applitrack for reviewing applications
- Assistant Superintendent for Human Resources recommends candidates to principals for potential interviews based on staff recruitment visits made during spring job fairs
- According to Article 5 of the ACS CBA, internal staff members utilize transfer process for positions they are eligible to pursue
- Interviews are conducted by building principals after transfer process is complete
- Principals recommend successful candidates to Assistant Superintendent for Human Resources for approval and processing to the next available board meeting
- Successful candidates are recommended to school board at an open public meeting
- Upon school board approval candidates are notified by the office of Human Resources and provided direction for contacting principal and processing their paperwork for the district as a new employee

ACSC Applitrack Online Job Application System:

http://www.acsc.net/Administration/HumanResources/Employment/tabid/60029/Default.aspx

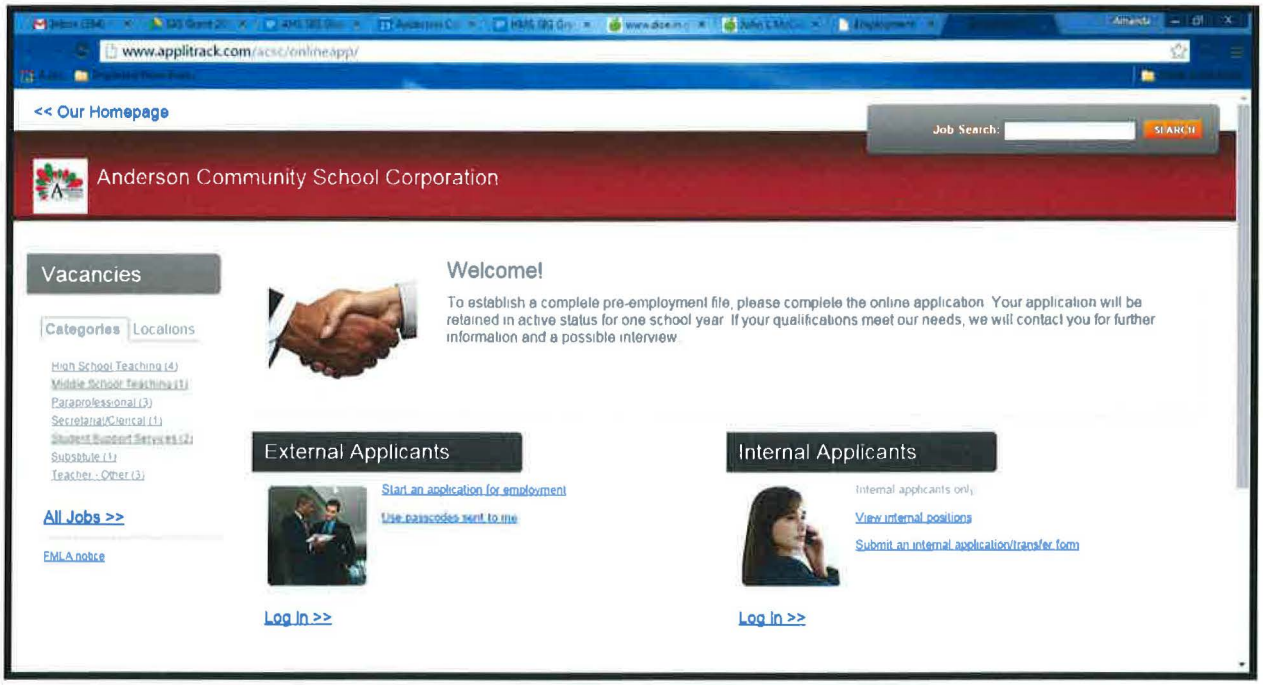
Welcome to Anderson Community Schools Employment Page!

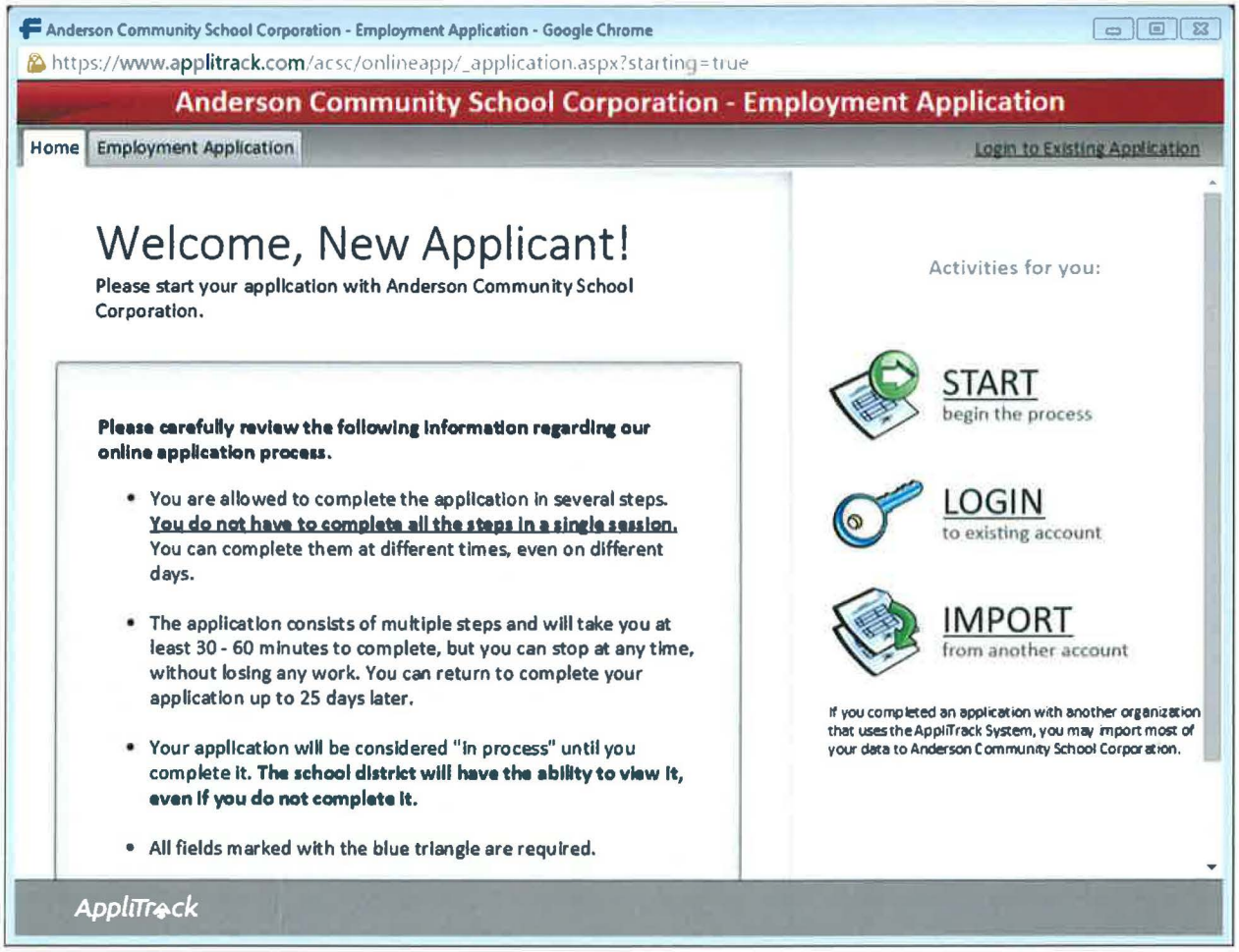
Please click on our Applitrack icon for current postings and our application.

Applitrack

Click the icon above to view our current job postings and submit applications.

***SUCCESSFUL CANDIDATES WILL BE REQUIRED TO COMPLETE AN EXPANDED CRIMINAL HISTORY CHECK PRIOR TO FORMAL BOARD APPROVAL.**




Anderson Community School Corporation - Employment Application - Google Chrome
https://www.applitrack.com/acsc/onlineapp/_application.aspx?starting=true
Anderson Community School Corporation - Employment Application
Home
Employment Application
Login to Existing Application
Welcome, New Applicant!
Please start your application with Anderson Community School Corporation.
Please carefully review the following information regarding our online application process.
You are allowed to complete the application in several steps. You do not have to complete all the steps in a single session. You can complete them at different times, even on different days.
The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
Your application will be considered "In process" until you complete it. The school district will have the ability to view it, even if you do not complete it.
All fields marked with the blue triangle are required.
Activities for you:
START
begin the process
LOGIN
to existing account
IMPORT
from another account
If you completed an application with another organization that uses the AppliTrack System, you may import most of your data to Anderson Community School Corporation.
AppliTrack

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the professional staff:

A. Superintendent (assistant)

B. directors

C. principals (assistants)

D. teachers

E. others as designated by the superintendent

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the personnel manager.

Relatives of Board members may not be employed by the Board.

Close relative is defined as per the Collective Bargaining Agreement, or any person living in the household of the Board member of Superintendent. It is further defined as the brother, sister, father, mother, child, step-child, grandchild or grandparent of a person cohabiting with a Board member or Superintendent.

This policy shall not be applied retroactively and shall apply only to initial employment entered into after the date this policy is adopted. In cases in which an interest already exists between the trustee and an employee then the trustee shall abstain from voting on or participating in discussing concerning any contract involving that employee and shall execute a disclosure as provided for in I.C. 35-44-1-3.

Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Wherever possible, positions shall be filled by properly-licensed professionals.

No full-time employee shall be placed in a position where he/she is directly supervised by a close relative as previously defined. Full-time employee shall be defined as an employee who is scheduled to work thirty (30) or more hours per week. However, this provision shall not apply if a supervisory relationship arises as a result of a transfer pursuant to a collective bargaining agreement.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable.

The Corporation shall review, in accordance with any applicable terms of the negotiated agreement, a candidate's previous teaching experience at a college, university, or certified nonpublic school in determining his/her position on the salary schedule.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers hired after the first day of the 2002-2003 school year for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;

B. for elementary teachers new to the profession, this also requires:

   1. at least a bachelor's degree;
   2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);

C. for secondary or middle school teachers new to the profession this also requires:

   1. at least a bachelor's degree, and
   2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
   3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

   1. at least a bachelor's degree, and
   2. meets standards for new teachers (above), or
   3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN CORPORATIONS RECEIVING TITLE I FUNDING

By the 2005-2006 school year, all teachers in a Corporation receiving Title I funds shall be "highly qualified" as described above. The Corporation must have a plan and show annual progress towards meeting these teacher qualification requirements.

I.C. 20-26-5-4, 35-44-1-3, 36-8-12-10.5
20 U.S.C. 6319 & 7801

Revised 5/1/07