

GENERAL PERSONNEL

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board of Education policy and making hiring recommendations to the Board of Education. The District shall hire the best-qualified personnel consistent with budget and staffing requirements and shall comply with Board of Education policy on equal employment opportunities and minority recruitment. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval.

Job Descriptions

The Superintendent or designee shall develop and maintain a current, comprehensive job description for each job category other than the Superintendentcy.

Investigations

Each applicant must provide a written authorization for a criminal background investigation as required by State law. The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Superintendent will keep a conviction record confidential and share it only with the Board, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board or any other person necessary to the hiring decision. Each newly hired employee must complete an Immigration and Naturalization Service Form as required by Federal law.

The District is mandated by law to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in § 10-21.9 of The School Code or who falsified, or omit facts from, his or her employment application, resume or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis, within thirty (30) days of employment. A physician licensed in Illinois or any other state, to practice medicine and surgery in any of its branches, must perform all physical fitness examinations and tests for tuberculosis. The employee must have taken the physical examination and the tuberculin tests no more than ninety (90) days before the employee's submitting evidence of it to the Board of Education. Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in

all its branches if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

Orientation Program

The Principal will provide an orientation program or materials for new employees to acquaint them with the District's policies and procedures, the school rules and regulations and the responsibilities of their position.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. § 1324 et seq.
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.

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