

## **HIRING POLICY - SUPPORT STAFF**

1. Vacancies will be posted in all buildings.
2. Vacancies to be filled by other than system transfers will be advertised in the press.
3. A copy of the vacancy notice will be forwarded to the appropriate association/union president.
4. Within-building transfers will be made at the principal's discretion with the approval of the superintendent.
5. Transfers within the system will be filled at the superintendent's discretion with notification being made to the School Committee.
6. Vacancies, which are not filled by system transfers, will be filled as follows: The building principal will interview candidates and recommend two or three finalist to the superintendent. The superintendent will not select the candidate to fill the position. The superintendent will discuss the finalists with the principal, and the principal will then recommend a finalist. The superintendent retains his/her right to veto the recommended candidate. The principal will continue to submit a candidate until the superintendent agrees to appoint.
7. The use of political, social, or other pressures automatically disqualifies the applicant for the position from any further consideration.

***Agawam Public Schools 2014 - 2015***

Approved by the School Committee on January 13, 2015 by a vote of 6 – 0 – 1 absent