

GB - GENERAL PERSONNEL POLICIES

It is the responsibility of the school district to recruit and maintain quality personnel for all areas of the school.

RECRUITMENT AND SELECTION

It is the responsibility of the superintendent of schools and of persons delegated by him to determine the personnel needs of the district and to locate suitable candidates to recommend for employment to the Board of Education.

A personal interview will be required of all candidates for employment by the district.

No inquiry in regards to race, color, national origin, or creed shall be made of a person proposed for or seeking employment as a teacher or in any capacity in the school district.

It will be the duty of the superintendent of schools to see that persons nominated for employment meet all qualifications established by law and the board for the position for which nomination is made.

APPOINTMENT

The board shall appoint on the recommendation of the superintendent the necessary persons to carry on the educational, operational, and business affairs of the district.

The superintendent shall notify each employee of his election, and shall be responsible for completing the employment together with the required information and documents. The superintendent shall keep accurate records of all employees and their services. However, the building principal or his/her designee shall keep an accurate record of all leaves taken by the teachers under their supervision.

RIGHTS, RESPONSIBILITIES AND DUTIES

All employees of the school district are subject to the policies of the Board of Education and all applicable laws. It shall be the duty of all employees of the district to keep informed concerning the policies, rules, and/or regulations of the Board of Education.

ACADEMIC FREEDOM

Academic freedom is not an absolute. It must be exercised with the basic ethical responsibilities of the teaching profession.

The code of ethics of the Professional Practices Commission of the State of South Dakota shall be the basic guide for the teaching personnel of the district.

PROBATION AND EVALUATION

Probationary teachers (refer to SDCL 13-43).

Evaluation will be done in accordance with procedure established by the Board of Education and be in compliance with existing State Statutes.

Rehiring will be done on a year-to-year basis upon recommendation of the principal, through the superintendent's office and approval by the Board of Education.

SEPARATION

Because the school is as good as its personnel, those whose performance is below the expected standard shall be released from employment; however, careful specified steps shall be taken to insure that justice is done as prescribed by State Law.

Resignation shall be in writing and directed to the superintendent and referred by him/her to the Board of Education with recommendation.

The personal and professional welfare of the students, teacher, staff and board will be safeguarded.

DISMISSAL PROCEDURE

Refer to South Dakota Law 13-43.

LEGAL REFS.: SDCL 3-3-1; 13-10-2; 13-13-17; 3-42-1 through 13-42-25
13-43-4 through 13-43-6.6; 13-43-7.1; ARSD Chapter 24:02

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