

PERSONNEL

EDUCATIONAL SERVICES PERSONNEL – Recruitment and Hiring

Recruitment

The Regional Superintendent shall approve the establishment of new support staff positions. Vacancies within the existing support staff, as well as new positions will be advertised for a period of no less than five (5) days in the Regional Office of Education and may be advertised in other sources outside of the ROE like local newspapers, etc.

Application

A prospective employee shall submit an application giving his/her work history and references as to character and work performance. He/she shall also authorize a check of his/her background.

Selection

After a preliminary screening and interview by the Regional Superintendent or a supervisor and an interview team is completed, qualified applicants shall be recommended to the Regional Superintendent for hire.

Appointment

The Regional Superintendent shall appoint all employees. An employee may begin his/her job upon being cleared for work by the Regional Superintendent and completing all requirements in the Payroll Office.

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 10-22.34 (1983).
Ill. Rev. Stat., ch. 122, para. 10-21.4 (1983).

Approved: 07/01/01