



ALEDO ISD ADMINISTRATIVE REGULATION

Board Policy: DK Legal

Administrative Approval Date: January 14, 2012

TOPIC: Hiring Process for Specialty Programs

The following process will be used to hire in specialty areas such as Dyslexia, Librarians, and Special Education, see specific job titles below.

Specialist: Dyslexia, Literacy, Gifted and Talented (GT), Science, and English as a Second Language (ESL)

Executive Director/Principal hires and Principal evaluates

1. The Executive Director reviews program qualifications and job description.
2. The Executive Director screens and interviews internal/external candidates and creates a pool of applicants.
3. The Executive Director reviews transfer requests.
4. The Executive Director will involve the principal in a second round of interviews from the approved pool of candidates or may make the decision unilaterally if the position serves multiple campuses or if the principal is unavailable.
5. The Executive Director verifies the candidate qualifications and conducts minimum of 3 reference checks.
6. The Executive Director recommends applicant to Deputy Superintendent. Once final approval is given by Deputy Superintendent the Executive Director makes an offer.
7. Once the job is accepted the Executive Director notifies the Human Resources Department and the campus staff of the new personnel.

Specialty Area: Band, Middle/High Coaches, Athletic Trainers, Librarians, Counselors, Nurses

Principal hires and Principal evaluates

1. Program Director/District Lead reviews program qualifications and job description.
2. Program Director/District Lead screens and interviews internal/external candidates and creates a pool of applicants.
3. Program Director/District Lead and Principal review transfer requests as a team.
4. Campus Principal interviews internal/external candidates from the pool.
5. Campus Principal verifies candidate qualifications.
6. Campus Principal conducts minimum of 3 reference checks.
7. Campus Principal recommends applicant to Deputy Superintendent. Once final approval is given by Deputy Superintendent the Campus Principal makes an offer.
8. Once the job is accepted the Campus Principal notifies the Program Director/District Lead and the Human Resources Department.

Specialty Area: Designated Special Education

Special Ed Director hires and Special Ed Director evaluates

(Occupational Therapist, Physical Therapist, Vision Instructor, Music Therapist, Orientation & Mobility, Diagnostician, Licensed Specialist in School Psychology, Speech Therapist, Homebound, Adaptive Physical Education, In-Home Trainer, Special Ed Counselor)

1. Special Ed Director reviews program qualifications and job description.
2. Special Ed Director screens and interviews internal/external candidates and may discuss recommendations with campus principal.
3. Special Ed Director conducts minimum of 3 reference checks.
4. Special Ed Director recommends applicant to Deputy Superintendent. Once final approval is given by Deputy Superintendent the Special Ed Director makes an offer.
5. Once the job is accepted the Special Ed Director notifies the Human Resources Department and the campus staff of the new personnel.