

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: GCE-R/GDE-R

**HIRING PROCEDURE CERTIFIED AND SUPPORT STAFF**

1. The Superintendent must approve filling a vacancy. The Board with the Superintendent's recommendation must approve adding a new position.
2. The District Office will advertise the position.
3. The site administrator will review and select applicants to interview.
4. A selection committee shall include the Superintendent, site administrator(s), and may also include others. Board Members shall be notified of the interview schedule and invited to participate.
5. The selection committee will interview the selected candidates.
6. Candidates will not be informed of the committee's recommendation before the board takes action. (Confidential)
7. Hire a substitute, if necessary, until after the board meeting.
8. The Superintendent will make a recommendation to the Board in Executive session.
9. The Board of Trustees will vote on the Superintendent's recommendation in a regular board meeting.
10. Notification of all candidates.

(The above applies to all hiring except emergencies.)

Adopted: March 11, 1999