

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

SUPPORT STAFF RECRUITING/HIRING

It is the responsibility of the superintendent, with the assistance of area administrators, to determine the personnel needs of the district and to locate the best possible candidates to recommend to the board for employment.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools. Any present employee of the board may apply for a position for which he/she meets requirements.

There shall be no discrimination in the hiring process on the basis of age, sex, creed, race, religion, color, national origin, or marital status. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the schools.

Interviewing and selection procedures shall ensure that the administrator who would be directly responsible for the work of the employee has an opportunity to aid in the selection; however, the final selection for the nomination shall be the choice of the superintendent.

Nominations for appointments shall be made by the superintendent at regular meetings of the Board.

The Board shall make an appointment only upon the recommendation of the superintendent.

Portions adopted 6/19/75, 8/7/75, 1/8/76
Revised:2/12/2008

LEGAL REFS.: Wyoming Education Policies Manual, Codes GCB, GCI