

VACANCY



- Business Office Publishes Vacancies
 - Newspaper
 - Corson/Sioux County News, Teton Times, Mobridge Tribune, Timber Lake Topic
 - Radio
 - KLND
 - Website
 - School site, Associated School Boards site, Teacher sites, College sites



- Complete Application: Cover Letter, Resume, Application, Teaching Certificates, Transcripts, Work Experience, etc.
- Return to Business Office - Retain for 6 months
- Sort & Disseminate Departmentally
 - Elementary
 - Middle/High School
 - Special Education
 - Food Service
 - Administration
 - Transportation
 - Custodial
 - Activities

INTERVIEW



Pre Interview

- Interview Panel Selection
- Reference Checks
- Interview Scheduling



Post Interview

- Pre Hire Orientation
- School Tour
- Community Tour

Pre Interview

Interview Panel Selection

- To employ Administration
 - Superintendent, Principals, Board Members
- To employ Teaching Staff
 - Superintendent, Principals, Teachers, Board Members
- To employ Classified Staff
 - Superintendent, Principals, Direct Supervisors

Reference Checks

- Completed by Superintendent, Principal or Direct Supervisor
 - Contact Previous Employers
 - Contact References Listed

Interview Scheduling

- Schedule with Interview Panel and Applicants
 - Telephone
 - Skype
 - Onsite

Post Interview

Pre Hire
Orientation

- Direct Supervisor Orientates:
 - Benefits at a Glance
 - Health, Gap, Dental, Vision, Life, SDRS
 - Compensation
 - Payscale, Pay Cycle, Direct Deposit
 - Pre Employment Screening
 - Background checks (Federal/State and Tribal) and Drug test

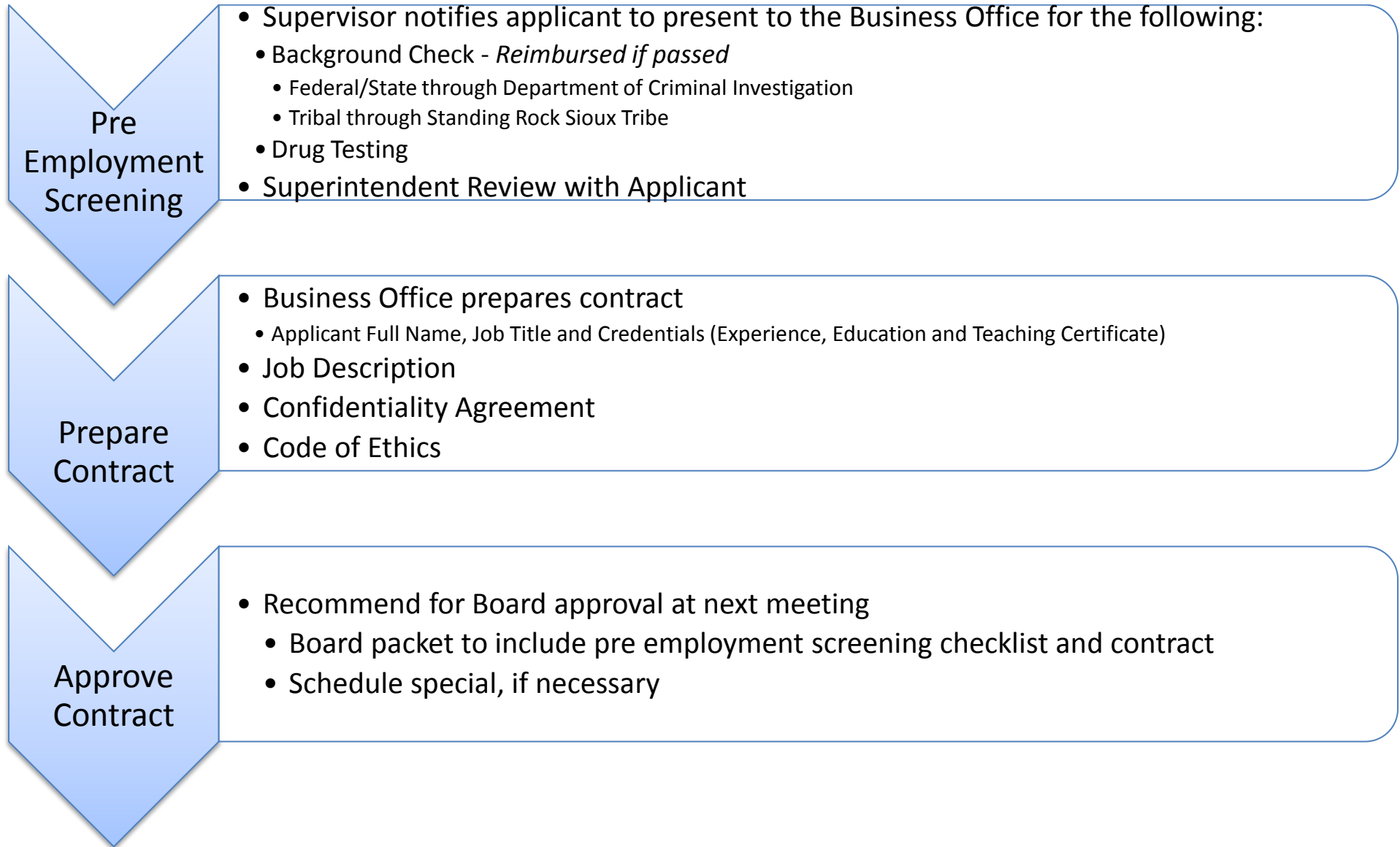
School Tour

- Walking tour of facilities

Community
Tour

- Driving tour of McLaughlin, as appropriate

RECOMMEND FOR EMPLOYMENT



ORIENTATION

Employment Packet

- Information Sheet - Name, DOB, SSN, Emergency Contact, Address, Phone number
- I-9 - Employment Eligibility Verification
- W-4 - Employee Withholding Allowance Certificate
- Direct Deposit Enrollment- Voided check and Financial Institution information
- Payroll Frequency Election - Bi-monthly (24 payments) or Monthly (12 payments)

Policy Books

- Acknowledgment of Receipt
 - School Board Policy Book
 - School Handbook (Elementary, Middle School, High School)
 - Miscellaneous (Emergency Action Plan, Wellness Policy, Activities Handbook)

Benefit Packet

- Health insurance - Wellmark Blue Cross and Blue Shield
- Gap insurance - Transamerica
- Dental/Vision/Life insurance - Guardian and VSP
- Retirement - South Dakota Retirement System

HIRE

Sign Contract

- Applicant is presented with their contract for signature after the following circumstances have been met:
 - Pre-employment screening complete
 - Employment packet complete
 - Policy books received and reviewed with signed acknowledgment of receipt
 - Benefit packet complete