

HIRING PROCEDURE FOR SCHOOL STIPEND POSITIONS

All stipend positions are “at-will” employees and may be terminated or not re-hired for any reason, except for reasons based on discrimination against a person in a protected class under the law.

MSAD 08 is an equal opportunity employer. Vinalhaven School prohibits discrimination against, and harassment, of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. For the purpose of this procedure, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Further, in compliance with Federal law, Vinalhaven School prohibits discrimination against school unit employees and candidates for employment on the basis of age, pregnancy, or genetic information.

A month or more before the start date for a stipend position, the building administrator responsible for supervision of the position will begin the process of recruitment for stipend positions.

1. If the building administrator and Superintendent were satisfied with the staff member’s performance who filled the role the previous, and still consider that person to be an appropriate candidate for that specific position, the building administrator will follow these steps:
 - a. request input from the school level leadership staff about the previous year and the returning candidate’s prior interactions with school staff and students, and
 - b. meet with that returning candidate as the top candidate for the new year to discuss the upcoming year, expectations, review relative sections of the Sports and Activity Handbook and Student and Parent Handbook, and a potential appointment recommendation.

Only if the building administrator believes that the top candidate will fulfill all responsibilities of the position, the building administrator will put the name forward to the Superintendent. The Superintendent will either accept the nomination or determine if any additional steps need to be taken before the name is put forward to the Board.

2. If a person who held a particular stipend position the previous year is not considered a top candidate for any reason, the position will be posted through internal school email (and the WIND only if no suitable internal candidate is available), and the following steps will be used:
 - a. The building administrator will be sure all applicants complete a formal application form.

- b. If there is only one candidate, the building administrator will decide whether to continue recruitment or to conduct an interview with the candidate.
 - c. If there are multiple candidates, an interview team will be formed by the building administrator who will also schedule the interviews. The committee will prioritize and select candidates based on the following criteria:
 - i. Demonstrated respectful interactions with students, staff and community members, even during times of disagreement or heightened emotions,
 - ii. Demonstrated appropriate professional boundaries with students or children,
 - iii. Experience working with students in settings involving that sport or activity,
 - iv. Demonstrated successful experiences working with students of similar age,
 - v. Knowledge of the rules and skills required for the game.
 - vi. Demonstrated collegial qualities as part of an adult team, including organization skills, reliability, and sound judgment.
 - vii. Demonstrated effective communication skills, especially with athletic officials, parents and other school employees.
 - viii. Positive experience related to previous employment at Vinalhaven School in other coaching or advisor positions.
 - d. If there are no applicants who meet the qualifications, the building administrator will decide if the position will be reposted or left vacant.
 3. Once a top candidate is identified, the building administrator will discuss the selection as top candidate with the prospective coach to ensure they understand that they must obtain or maintain the fingerprinting clearance through the DOE system (CHRC) before being paid, provide a job description, the Sports & Activity Handbook and the Student and Parent Handbook to the top candidate.
 - i. If the top candidate is willing to accept this responsibility, the building administrator will provide the Superintendent with the nomination for review. The Superintendent will determine whether they agree with the nomination or if any additional steps need to be taken before the name is put forward to the Board. Any appointment is subject to fingerprinting clearance through the DOE system (CHRC).
 - ii. If the top candidate is not willing to accept this responsibility or can not obtain DOE clearance (CHRC), the second choice candidate will be pursued in the same manner unless the building administrator and/or committee decides a reposting is necessary or that the position should remain vacant.

By law, all Board appointments, offers of employment, and continuation of employment are subject to an up to date (and maintained) CHRC clearance certificate or other DOE required certification for the position.