

### **HIRING OF NON-CERTIFIED PERSONNEL**

The Superintendent is directed to oversee the recruitment and hiring process for non-certified personnel, and has the authority to hire non-certified employees subject to approval of the Board.

All new employees are subject to a criminal background check, as per Policy GBCD.

#### **Training**

It is the responsibility of the Superintendent or designee to coordinate activities and training sessions that will aide non-certified personnel in learning the requirements of their position.

Prior to assuming his/her duties, each non-certified employee will be advised of local policies relevant to their specific responsibilities.

First Reading: November 17, 2011

Second Reading: December 1, 2011

**Adopted: December 1, 2011**