

Book	Policy Manual
Section	Issue 3 of 2024 September READY FOR OSBA
Title	Support Staff Recruiting/Posting of Vacancies/Hiring
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Support Staff Recruiting/Posting of Vacancies/Hiring

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection.

An employee may apply for any vacancy for which he/she is qualified.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview, a criminal records check, and drug screen.
3. No candidate is hired prior to the District consulting the educator profile database maintained on the **Ohio Department State Board** of Education's (**SBOEODE**) website.

After consulting the educator profile database, the District also may consult the **SBOE** office of professional conduct **within ODE** and/or consult any prior education-related employer of the candidate in accordance with State law.

All appointments to the support staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. **If the Board has urgent reasons to fill the position in an expedited manner and these reasons are explained in the notice, the public notice must be given 30 days prior to the date re-employment is to begin.** The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. **Notices and meetings are not required if the person has been retired for at least one year before re-employment is to begin.**

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
 ORC Chapter 124
 ORC 3309.345
 ORC 3319.031
 ORC 3319.04

ORC 3319.081 et seq.
 ORC 3319.318
 ORC 3319.39
 ORC 3319.393
 ORC 3327.10
 ORC 4141.29
 OAC 3301-35-05
 OAC 3301-35-06
 OAC 3309-1-61
 CONTRACT REF.: Support Staff Negotiated Agreement

Cross References

AC - Nondiscrimination
 ACA - Nondiscrimination on the Basis of Sex
 ACB - Nondiscrimination on the Basis of Disability
 GBA - Equal Opportunity Employment
 GBQ - Criminal Records Check
 GCD - Professional Staff Hiring

NOTE: This is an example of how topics and codes appearing consecutively in the OSBA coding system can be combined to save space in a manual. When a policy covers two topics that appear consecutively in the classification system, the terms and codes can be combined as illustrated on this page.

In districts employing a business manager, he/she shall appoint support staff employees, subject to confirmation by the Board.

In 2013, House Bill (HB) 59 added new Ohio Revised Code Section 3319.031, which authorizes a board that chooses not to employ a business manager to assign the statutorily prescribed powers and duties of a business manager to one or more other district employees, including the Treasurer. If the Board assigns these duties to the Treasurer, the Superintendent, not the Treasurer, has the authority to recommend the appointment or discharge of non-educational employees.

HB 110 (2021) requires District to include the following notice in boldface type in each employment application:

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

Districts are required to consult the educator profile database maintained on the State Board of Education's (SBOE) website prior to hiring a candidate, Districts may further discern the employment, disciplinary, or criminal record of an applicant by consulting the SBOE office of professional conduct or any prior education-related employers of the individual. Districts may also require additional criminal records checks for any applicant for employment or prospective volunteer. Districts may choose to conditionally employ an individual pending the receipt of this additional information related to prior employment, disciplinary or criminal records. Offers of conditional employment may trigger collective bargaining issues and districts should consult with legal counsel prior to making any conditional offers of employment.

HB 110 also states that no employee of the District will knowingly assist another person in obtaining employment in a school district or nonpublic school, or in obtaining employment with a county board of developmental disabilities in a position responsible for providing educational services to children from six to 21, if the employee knows or has reasonable cause to believe that the person has committed a sex-related offense involving a student.

THIS IS A REQUIRED POLICY

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)
[ORC Chapter 124](#)
[ORC 3309.345](#)
[ORC 3319.031](#)

[ORC 3319.04](#)

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CONTRACT REF.: Support Staff Negotiated Agreement

