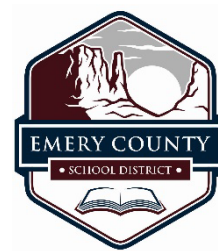


Emery County School District



Policy: GEF—Staff Hiring

Date Adopted: 20 April 1988
Current Review / Revision: 18 June 2025

All staff members of the District shall be appointed by the Board upon the recommendation of the Superintendent.

The Superintendent or designee shall assure that all persons nominated for employment meet certification requirements and the qualifications established for the position.

There shall be no discrimination or preferential treatment with regard to race, national origin, sex, religion, age, disability, or marital status.

The Board recognizes its responsibility to utilize tax dollars to provide the highest quality education within the limits of its economic resources. It is the intent of the Board that the most qualified individuals be hired to fill the positions available. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the District.

To facilitate the filling of District position openings, a list of all job openings shall be advertised on District website and in media outlets.

A three-member vetting team (identified by the Superintendent or designee) will evaluate all applications for the appropriate qualifications as advertised. Based on qualifications, each vetting team member will generate a short list of applicants recommended for advancement to the interview phase. Team members will then meet collectively to compare lists and ultimately determine who will be offered an interview. An interview panel will then be convened, and personal interviews will take place.

Following interviews, if two or more candidates are equally qualified for the advertised position, the interview panel shall give consideration to current District employees who have filed applications and who meet the qualifications established for the type of positions available.

Once a decision has been reached by the interview panel, the prospective employee will be presented with a job offer and informed that all appointments are subject to a background check and the approval of the Board.

In the absence of qualified applicants for the available position, the Superintendent will make every effort to recruit qualified applicants.

Administrative Criteria—

Selection shall be based on written criteria which relate to the position requirements. The selection process shall be uniform, with all applicants undergoing the same process. All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to an interview or at the beginning of the interview.

Administrative Certification—

All personnel selected must be appropriately licensed by the State Board of Education to serve in an administrative position requiring licensure before they can receive any salary from the District.

An administrator who is assigned as a principal, vice principal, or assistant principal must have a current educator license and a school leadership license area of concentration.

[Utah Admin. Rules R277-309-4\(15\) \(August 22, 2022\)](#)

[Utah Admin. Rules R277-305-2\(2\) \(May 8, 2024\)](#)

Initial placement on salary schedule guidelines

Guidelines for Administration: Prior years honored up to Step 5

Guidelines for Teachers: All certified teaching experience honored up to step 15. Non-certified professional experience directly related to field of teaching honored at 1 step for every 2 years of experience up to Step 15.

Guidelines for Classified Staff: Prior work experience directly related to position honored up to Step 10.

Limitations of Provisions: The above provisions will not be interpreted to restrict the Board from granting higher or lower placement when, on the advice of the Superintendent, recruiting conditions require exceptions.

**Prior employment experience is limited to full-time employment similar or equivalent to the job advertised.

Previous Revision - 14 Feb 2024