

**Spearfish School District 40-2  
4000 Personnel**

Board Policy

Code: 4310

**SELECTION OF CLASSIFIED EMPLOYEES AND SUBSTITUTES**

The Spearfish School District is an equal opportunity employer. Spearfish School District 40-2 does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in recruitment or selection of personnel.

The applicant will have such training and skills as may be required to successfully carry out the requirements of the job.

Experience will not be a prerequisite for employment unless, in the opinion of the supervisor, the position is deemed to require it or unless specifically stated as a job requirement.

An applicant who has experience or training will be compensated above the starting salary. This training and experience is to be evaluated by the business manager and given only with the recommendation of the business manager and approval of the superintendent.

In no instance may an applicant be selected who is of the same family or living in the same household as the supervisor.

Applicants will be screened and interviewed according to the hiring procedures of the district.

All candidates recommended for employment will be asked to submit to a criminal background check, to be completed by the South Dakota Division of Criminal Investigation (DCI) and Federal Bureau of Investigation (FBI). Completion of this background check will require candidates to submit a set of fingerprints to the school district, in a format satisfactory to the DCI and FBI. No candidate shall be recommended for employment or begin working in the school district without the completion and favorable review of a criminal background check. All candidates recommended for employment or who are employed by the District will comply with the requirements of and are subject to the limitations stated in Spearfish School District Code 4312, Criminal Background Checks.

Adopted July 10, 1978  
Revised May 11, 1987  
Revised December 14, 1998  
Revised November 22, 1999  
Revised December 11, 2006  
Reviewed January 9, 2012  
Revised January 8, 2018