

Procedure for Hiring - Classified Personnel
Includes all Food Service, Secretarial, Custodians, Bus Drivers, Paraeducators, and
Technical Professionals

This is to certify that Dr. Susan Myers, Superintendent of Schools

The duly designated Authorized Representative for:

USD 409 Atchison Public Schools

Utilizes the following Employment Procedures, which include Hiring Practices, Assignment, Promotion and Termination. The purposes and procedures are listed as follows:

A. PURPOSE

The purpose of the Employment Procedures is twofold: (1) To provide equal employment opportunity for all local education agency personnel; and (2) To satisfy Civil Rights requirements which refer to Title VI, Title IX and Section 504.

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Thank you for expressing interest in employment with the Atchison School District. Our district is committed to hiring highly qualified staff members to provide the finest educational support for our students.

Please carefully review the following process when applying for a position with USD 409.

How to apply:

1. Complete and return the application form to the Personnel Office .
2. Submit an official college transcript verifying your degree or specialty licenses.
3. The district does not provide written acknowledgment of the receipt of applications.

Your application for employment will be considered in areas of preference indicated on your Application Form.

Selection Process:

1. All **completed** applications will be reviewed.
2. Applicants considered for a specific vacancy will be notified to set up an interview.
3. Interviews will be conducted with administrators. Selected applicant will be offered provisional employment pending a criminal background check. All applicants hired after July 1, 2000, will be required to submit to fingerprints for a background check on the State and Federal level.
4. Employees are placed on the salary schedule according to training and experience.

Notification Process:

1. Candidates selected will be notified and a wage agreement offered.
2. Other candidates interviewed will be notified by mail when the wage agreement for the position has been accepted.
3. Applications not selected will remain on file for one year.

Promotion

When a position becomes opened, any employee interested can submit a letter to the Personnel Office.

Termination

All classified employees are, “At Will Employees.”

We hope this summary of the application and selection process answers your questions. However, please do not hesitate to contact the Personnel Office, 913-367-4384, if you should have further questions.

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VI, Title VII and Title IX, Dr. David Myers, 626 Commercial Street, Atchison, KS 66002, 913-367-9519.