

Putnam Valley Central School District  
Putnam Valley, New York 10579

## **HIRING PROCEDURES**

The following procedure is used for all classes and categories of employees, including PVFT, CSEA, Coaches, etc. ALL Special Ed positions (Teachers, aides, etc..) will follow directions below and filter thru the Special Ed Director rather than the individual school.

1. Hiring Request form: The top portion is to be filled out by the Administrator and sent to the Superintendent's Office.
2. The District Office will issue the posting and advertise the position as needed. Athletics will also advertise through athletic contacts and web sites. The district office will acknowledge receipt of all resumes.
  - a. For Internal Postings: Any resumes received should be forwarded to the District Office. Resumes for coaching will go to the Athletic Office. Either the district office or Athletics will notify the applicant that their resume has been received and that they will be contacted if their qualifications meet the requirements.
  - b. CSEA Postings: If needed, a CSEA Competitive List will be requested and the District Office will notify the applicants that there is a position available. If interested, their resumes will be sent to the Department to set up an interview.
3. For PVFT, a date for a demonstration lesson will be set up and the Superintendent or Designee notified in order to attend.
4. Final Interview with the Superintendent or Designee: The cover letters and resumes of the top candidate(s) should be sent to the District Office, along with the Application, either Faculty or CSEA Recommendation and Acceptance form, and three (3) Reference Check forms. For PVFT, copies of Certifications and mandated training, such as S.A.V.E. and Child abuse must accompany the recommendation form. Athletic offers and stipends will be in accordance with the contract and the Superintendent's parameters.  
**Under no circumstance is salary or step to be discussed with the candidate.  
Under no circumstance is a job offer to be made by the committee or department head. This decision is solely that of the Superintendent.**
5. The District Office will notify the finalists who were interviewed by the Superintendent or Designee but not chosen, that the position has been filled. The specific department will notify all other candidates who were interviewed, but not chosen as finalists, that the position has been filled. All letters to the applicant and their paperwork will be returned to the District Office to be kept on file.
6. The District Office will prepare a BOE resolution for the appointment.
7. The department will be notified of the hiring and expected start date. Payroll and benefits will meet with the candidate to explain the benefits package offered and/or the payroll schedule.

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ATTACHMENTS:

Hiring Request Form

Reference Check Form

Athletic Reference Check

CSEA Recommendation and Acceptance Form

Faculty Recommendation and Acceptance Form