

HEADSTART PERSONNEL HIRING POLICY

The Lafayette Parish School Board will adhere to Transmittal Notice 70.2 – Headstart Policy Manual. The procedures for hiring personnel are as follows:

1. Applicants must apply for employment in the Human Resources Division Department.
2. Applicants for Headstart non-certified positions must meet the criteria of the Lafayette Parish School Board.
3. Applications for Headstart non-certified positions, regular applicants and Headstart parents will be maintained in the Human Resources Division Department.
4. When qualification for non-certificated personnel are equal or very close, preference will be given to Headstart parents or former parents.
5. Applicants for Headstart positions in the Central Office, administrative and clerical will follow the same guideline for regular Board employees.
 - a. The Human Resources Division Department will advertise the position vacancy.
 - b. Applicants must submit an application and resume.
 - c. Applications will be screened for meeting requirements.
 - d. Applicants will be screened by a committee according to approved School Board policies. A member of the Parent Policy Committee will be included on this committee.
 - e. A recommendation will be submitted to the Superintendent where further screening of applicants will take place.
 - f. The Superintendent will recommend a finalist to the Board.
 - g. The Parent Policy Committee will serve in an advisory capacity for the selection of all Headstart employees.

Adopted: 5/3/89
Revised: 4/21/99