Board of Trustees: Mrs. Melissa Yerxa Ortiz Mrs. Kathie Whitesell Mrs. Erin Steidlmayer Mr. Chris Mcallister Mrs. Kelli Griffith-Garcia



Certificated/Classified Search Process

Post Vacancy

 Colusa Unified School District Human Resources staff will prepare certificated/classified vacancy materials and post vacancy internally (if required) and on Edjoin.

Application Screening CUSD Human Resources will screen all Edjoin applications to ensure application validity. Valid/complete application packet consists of application and all other required documentation noted on advertisement (i.e. letter of introduction, resume, transcripts, credential/certifications, and letters of reference/recommendation).

Paper Screenina • A paper screening panel consisting of 1 certificated, 1 classified, and the hiring manager will select candidates to be interviewed. Paper screening panel members will be selected by hiring manager.

Interview Session Hiring panel consisting of 2 certificated (1 selected by CTA President; 1 selected by hiring manager), 2 classified (1 selected by CSEA President; 1 selected by hiring manager), 1 administrative representative, and the hiring manager will conduct the interviews facilitated by Human Resources. Interview panel members will be selected by hiring manager (with exception of 1 certificated and 1 classified member as indicated

Reference Checks • Hiring manager to complete professional reference checks.

Admin. Approval New hire is recommended by hiring manager for superintendent approval.

Announce Selection New hire contract is recommended for approval at the next regular board meeting. New hire is introduced.