

## Procedures & Practice Summer Workers at Cassville Schools

- Before the April School Board meeting, a notice is posted in the high school and in the Village about job openings for summer work at our school.
- Each candidate must submit to the district office a formal letter of interest for the position on or before any set deadline.
- A committee of administration and custodians will hold interviews and determine who will be hired for the summer positions if needed. The District usually hires six applicants for the summer crew. There are exceptions to that number and there are no automatic interviews for all candidates.
- This committee looks for certain criteria for all summer workers hired.  
*They include:*
  1. Candidates must be a student in Cassville currently or in higher education after graduating Cassville High School.
  2. Candidates must be in good standing with school behavior, attendance, and shown the willingness to work in a labor intensive position.
  3. Seniors or college students are not automatically hired for these positions.
  4. Candidates must be at least 15 years of age.
  5. How candidates present themselves throughout the interviewing process and their collective interactions within the district/Cassville community before the interviews may be taken into consideration as well.
- Candidates are informed of their official status after the list is approved by the school board at the April School Board meeting.
- All candidates are on a two-week probation period when they are working for the school. This includes returning workers. If they do not work out after a verbal warning, they will be dismissed from the position.