

PROFESSIONAL STAFF RECRUITING AND HIRING

Through its employment policies, the Board of Education will attempt to attract, secure, and hold qualified personnel for all professional positions. The selection program will be based upon finding candidates who will devote themselves to the education and welfare of the children attending the public schools.

Recruiting procedures shall enable the district to seek qualified candidates from a variety of sources, including present staff. Any current employee of the district may apply for any position for which he/she meets certification and other stated requirements.

The Board adheres to the practice of recruiting and hiring personnel without regard to religion, creed, race, color, marital status, national origin, sex or disability.

It will be the duty of the Superintendent of Schools to see that persons nominated for employment in the schools meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination. No person shall be considered employed until a resolution to that effect has been approved by the Board and a contract executed by the employee.

Ref: Education Law §§913; 1604; 2509; 3012
8 NYCRR §100.3

Adoption date: June 21, 1993

**PROFESSIONAL STAFF
(AND NON-TEACHING AND TEACHING ASSISTANT POSITIONS)
RECRUITING AND HIRING REGULATION**

Setting

The Board of Education creates a new position **OR**
A vacancy is created by retirement/resignation/termination/etc.

(All Non-Teacher and Teaching Assistant Positions: MSD 222 must be filed and approved for all new positions with the Clinton County Department of Personnel by the District Office)

Board of Education indicates:

Full Time or Part Time Position

Job Description

Other Pertinent Criteria

Posting

The position is simultaneously posted in all buildings in conformance with various negotiated agreements within the district.

The position is brought to the attention of the public through the newspaper, colleges, universities and/or professional agencies, etc.

Applications

Applications are accepted by the district until the deadline established by the district.

All applications are date stamped upon receipt in the District Office.

The District Office receives and catalogs all applications.

All credentials must be in order (and copies available at time of interview) to be considered for employment in the district. Candidates must be fully certified for the position being considered for. Only when certified, licensed, classified candidates are unavailable, will uncertified, unlicensed, unclassified individuals be considered, and then only with authorization of the Commissioner of Education and/or the Department of Personnel/Civil Service Commission and the Board.

Interview Teams

Interview teams are designated and organized by the Superintendent of Schools. The team will include an administrator and/or *supervisor of the area/building where the employee will be assigned. Other members of the staff may be designated as a member of the interview team, as necessary.

The Superintendent will appoint an interview team chairperson.

The interview team is an ad hoc committee whose charge is terminated at the time they make an acceptable recommendation to the Superintendent.

The interview team will consist of no fewer than two (2) members and will be expanded as required. In cases where the position to be filled affects more than one academic or building area, a mutually agreed upon administrative or supervisory representative will be included. (Note: At the elementary level, all three (3) administrators should have input.)

When interviewing for administrative positions, representation from the Board is required.

Relatives of candidates are ineligible to participate in any phase of this selection procedure.

*Building Maintenance Supervisor
Transportation Supervisor

Applicants

No applicant will be discriminated against because of race, religion, sex, color, national origin, creed, marital status, disability or age in compliance with all state and federal statutes.

Note: In accordance with New York State Law, school bus drivers must be between the ages of 21 and 65.

Procedure

The interview team will be charged by the Superintendent with the criteria to be used in the selection process for recommendation to the Superintendent of a qualified applicant to fill the position.

All applicants will be screened by the Superintendent.

The interview team will screen all applicants and as a "committee", after consulting with the Superintendent, agree on the candidates to be invited for an interview.

The interview team will advise the Superintendent if no suitable candidate exists after this process has been initiated.

The Superintendent may, at his/her discretion, change or waive all or any part of this procedure after timely notification to the Board.

A series of general and specific questions, based on the Superintendent's charge to the interview team, will be asked of all qualified applicants reaching the interview stage.

Other questions pertinent to the employment potential of the candidate(s) interviewed are expected to be pursued by the interview team.

After all screened applicants have been interviewed, the interview team will make their selection in conformance with Board Policy which states:

"Selection procedures shall insure the employment of the best qualified applicants, based on merit, skills, knowledge, personal qualifications, certification and potential for growth."

The Superintendent, if he/she so desires, will meet the top three (3) applicants for each position.

The Superintendent, if he/she so desires, will review the candidates with the interview team.

The interview team will make a recommendation to the Superintendent as to the individual they feel will best fill the position. The team will provide the Superintendent with their reasons for recommending the candidate.

The interview team will rank the second and third choice candidates and document their reasons for the ranking.

Superintendent's Procedure

The Superintendent will review the interview team's recommendation.

If the Superintendent is satisfied that the first ranking individual is qualified and meets the criteria set forth for the position, the Superintendent will recommend this applicant to the Board to be considered for appointment.

If the Superintendent is not satisfied with the interview team's recommendation, the team will be reactivated or a new team charged to start the process over.

Board of Education

The Board has the responsibility to accept or reject the Superintendent's recommendation.

If the Board accepts the recommendation, the appointment is confirmed.

If the Board rejects the recommendation, the Superintendent will repeat this hiring procedure.

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