

CERTIFICATED STAFF RECRUITING AND SELECTION

Through its employment policies, the Board of Education will attempt to attract, secure, and hold qualified personnel for all certificated 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 the employee 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, age, gender, or handicapping condition.

It will be the duty of the Superintendent of Schools to recommend prospective candidates for employment in the schools. The Superintendent shall ensure that candidates 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 at a regular or special meeting and a contract executed by the employee.

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

Reviewed: June 30, 1994

RECRUITMENT PROCESS

The involvement of all administrators in recruitment is essential. The Director of Recruitment will coordinate and enhance the efforts of all administrators in order to recruit from as wide a variety of sources as possible and to provide equal access/opportunity to all candidates.

The Director of Recruitment shall coordinate District efforts to produce, purchase, and maintain recruitment materials and equipment such as interview screening devices, application forms, brochures about the district and the area, videotape, video monitor, display board, and display materials.

The Director of Recruitment shall coordinate ongoing efforts to maintain an adequate number of applications in files and identify resources of applicants to use as needed. These efforts shall include:

1. Participate at recruitment fairs.

The Superintendent shall select participants for recruitment fairs. The Director of Recruitment will make all necessary arrangements for participation and inform and prepare recruiters.

2. Build networks of recruitment.

The Director of Recruitment will gather and organize systematically contacts for recruitment as needed. Other administrators are encouraged to identify their personal contacts for recruitment nationwide.

3. Contract with recruitment agencies to recruit applicants on behalf of the District.
4. Subscribe to other recruitment networks, publications, etc., and maintain systematic files of these resources for effective utilization.
5. Receive applications from student teachers and substitute teachers. Building administrators will encourage such teachers who perform well to submit applications.

When recruitment is needed for a specific opening, the Superintendent shall inform the Director of Recruitment and other appropriate administrators. Administrators who recruit for a specific position shall keep the Director of Recruitment informed of their efforts so that recruitment is comprehensive and non-duplicative. Recruitment efforts for a specific opening shall include at least the following actions:

- Advertising in at least two newspapers.
- Posting with appropriate network contacts.

The South Colonie Central School District does not discriminate on the basis of gender, race, color, national origin, religion, disability, or age. Inquiries concerning this policy of equal opportunity should be made to:

Title IX and Section 504 Coordinator
102 Loralee Drive
Albany, New York 12205
(518) 869-3576

WE BELIEVE:

1. That the goal of recruitment is to attract the best possible staff to meet the needs of the South Colonie Central School District.
2. That recruitment is a competitive process and requires a District commitment to insure effective marketing techniques and materials.
3. That recruitment is a critical function of the Superintendent and his/her administrative staff.
4. That the recruitment of candidates should be from as wide a variety of sources as possible and should provide equal access to all candidates.
5. That recruitment should be an open process in accordance with all equal opportunity guidelines and the District's non-discrimination clause.
6. That the recruitment process must be consistent with the beliefs of the selection process.
7. That the recruitment process must be coordinated by an individual.
8. That an on-going recruitment process is best served by an on-going awareness and knowledge of staffing needs.
9. That one of the goals of the recruitment process is a diversified teaching staff.
10. That all applicants should be treated in the most professional manner possible as demonstrated by application acknowledgments, updates when appropriate, and timely requests for additional documents required or desired for selection.
11. That recruitment should be both an on-going and specific needs process.

Issued: June 30, 1994

SELECTION PROCESS

1. Identification of an opening or potential opening by any administrator to the Personnel Director.
2. Submission of letters of resignation/retirement to the Personnel Director.
3. Personnel officer meets with the Superintendent to discuss future action regarding this position including notification of other appropriate administrators of the opening.
4. Once the decision has been made to fill the opening, the Personnel Office shall be notified to implement the recruitment process.
5. If the opening is a newly created position, a posting will take place as described in the SCTA contract, Article 20-B.
6. Interest preference forms of present staff members indicating interest in openings and/or vacancies will be considered.
7. Establish target date for selection and timeline for each step in the process. The Personnel Director will notify the Building Principal of the opening and select the Committee Chairperson. The Chairperson will select the selection team based upon the following:
 - a. For openings at the Grade K-6 level, the following administrators should be involved: minimum of two (2) principals and one (1) supervisor. If Building Principals have a specific area of concern, they should request that a particular supervisor be involved in the selection process. If an opening is in a Grade K-12 certification area, then the supervisor for that area should be involved.
 - b. For openings in Grades 7-8, two (2) Building Principals and a supervisor of the subject area will be involved in the selection process.
 - c. For openings in Grades 9-12, the High School Principal and a supervisor of the subject area will be involved in the selection process.
 - d. At least one (1) teacher volunteer shall participate in interviews.
 - e. Configuration of the selection team could be altered by the Superintendent due to unavailability of a particular team member.
8. Identification of specific needs and desired areas of strength for each opening by an appropriate administrator.
9. The administrators on the selection team will pre-screen all applicants and select candidates for this position.

10. The Personnel Director will assemble a personnel folder on each candidate including:

- copy of degree
- transcripts
- application
- proof of certification
- resume (optional)
- placement folder (optional)
- proof of citizenship (I-9)

11. A minimum of three (3) candidates, ideally six (6) candidates, will be interviewed for each position. The Selection Team Chairperson is responsible to see that references are checked by administrators on the selection team.

12. The Selection Team Chairperson will schedule interviews and request remaining documents to complete the personnel file.

13. The Selection Team will conduct interviews utilizing a standard interview evaluation form and standard questions for all candidates.

14. The Selection Team Chairperson will conduct a final reference check.

15. The Committee Chairperson will recommend one (1) to three (3) finalists for the Superintendent to interview. The Committee Chairperson will make sure a personnel folder with original copies is completed for each candidate and submitted to the Superintendent prior to the scheduled interview. Rating sheets for all candidates interviewed should be forwarded to the Superintendent at this time.

16. The Superintendent's office will schedule final interviews involving the candidates, the Building Principal, and the Superintendent. The Superintendent will establish step and salary for each candidate during the interview.

17. The Building Principal will offer the position to the candidate selected.

18. The Committee Chairperson will complete the recommendation and forward the application of the selected candidate to the Personnel Office.

19. The Committee Chairperson will notify all candidates that were interviewed that the position has been filled.

20. A modified process may be requested in a situation where we may lose a candidate of high caliber. Requests should be made to the Personnel Director.

WE BELIEVE:

1. That we should involve building administrators, supervisors, teachers and District office personnel in the selection process.
2. That we hire the best possible teachers based upon:
 - a. cognitive ability,
 - b. academic achievement,
 - c. quality experience,
 - d. compassion and dedication, and
 - e. commitment to teaching and the school district.
3. That we should have a diversified teaching staff.
4. That interviews are an important part of the selection process.
5. That an open selection process provide equal access to all candidates consistent with our District's non-discrimination clause.*
6. That the selection process should begin with a pool of candidates narrowed to a select group of finalists.
7. That the selection be based upon specific job-related criteria.
8. That the Committee Chairperson should make a final recommendation based upon the selection process and submit supportive documents and selection forms along with one (1) to three (3) candidates to the Superintendent.
9. That the final candidate must go through the selection process.
10. That the selection process should be structured in such a manner as to avoid duplication of effort and to minimize expenses.
11. That the Superintendent should establish salary and step placement.
12. That references should always be checked on all candidates.
13. That supporting documents for the selection process and the individual candidate must be completed or verified that they can be completed.
14. That the Superintendent will make the final recommendation or rejection of all candidates.
15. That it is the responsibility of all administrators to insure adherence to the selection process.

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