

RECRUITING AND HIRING

Through its employment policies, the Board of Education will attempt to attract, secure, and retain the best qualified personnel available, ~~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

Recruiting procedures shall enable the district to seek qualified candidates from a variety of sources, including present staff. ~~Present staff members shall be given preference when their qualifications are equal to those of any other candidate for such position.~~

~~The Board adheres to the practice of recruiting and hiring personnel without regard to religion, creed, race, color, age, marital status, national origin, sex or disability. Effective recruiting will produce a desirable staff composition. The background of staff members should be sufficiently varied to provide students with a wide range of exposures.~~

The Board encourages members of the staff to make the Director of Human Resources aware of outstanding candidates at every opportunity.

~~The Director of Human Resources shall communicate with the Superintendent of Schools and the Human Resources Sub-committee of the Board concerning other personnel needs of the district.~~

Hiring

Candidates for staff positions selected through recruiting procedures shall be selected by a team comprised **minimally** of the immediate supervisor, ~~a member of the community (if possible), and~~ an individual holding a position similar to the one being filled **and a member of the Central Office staff**. Others may be included **at the discretion of the Superintendent or his/her designee**. The Director of Human Resources, who will **oversee** ~~also be a part of~~ the hiring process, is responsible for **designating** ~~approving~~ the composition of the team.

The interviewing team shall develop the criteria for the position, screen the candidates, create interview questions, establish timelines, and conduct interviews.

For probationary teaching positions and any other position specifically designated by the **Superintendent, Board of Education**, the final candidate (or candidates) shall be recommended to the Superintendent for a final interview. **From that final interview**, The Superintendent shall make a hiring recommendation to the Board of Education.

For all positions other than probationary teaching positions, the interviewing team shall make the recommendation for hire to the Superintendent. The Superintendent may, at his/her discretion, conduct final interviews with any candidate. The recommendations to the Superintendent from the hiring committee should be by consensus. In the unlikely case that consensus cannot be reached, the committee will so inform the Director of Human Resources. He/She will consult with the team and make a recommendation to the Superintendent.

~~Notwithstanding the process outlined above, the Board of Education or the Board's Human Resources Sub-Committee may designate an alternative process to the one described above.~~

The Director of Human Resources is responsible for the investigation to fully conclude all considerations leading to a final appointment to the position to be filled. Such investigation includes a review of reference checks made, and, where appropriate, making additional reference checks, and a review of all certification materials.

~~The Superintendent or a designee will present all hiring recommendations to the Board's Human Resources Sub-committee. The recommended candidate's data will be reviewed. The sub-committee will either vote to bring the candidate's name to the Board for approval or will return the recommendation to the selection committee without approval. If the latter occurs, the selection committee will take appropriate actions to make another recommendation.~~

Final hiring decisions are made by the full Board.

Re-Assignment:

The Superintendent will have the discretion to make any necessary reassignment of Central Office personnel whenever a need arises. Any recommended reassignment will be brought to the full Board of Education.

Ref: ~~Age Discrimination in Employment Act (ADEA), 29 USC §621 et seq.
Americans with Disabilities Act, 42 USC Section 12101 et seq.
Civil Rights Act of 1964, Title VII, 42 USC Section 2000e et seq.
Human Rights Law, Executive Law Section 290 et seq.
Civil Rights Law, Section 40 et seq.
Education Law §1709; 3012~~

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