

Policy: GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the Board shall attempt to attract, secure and retain highly qualified personnel for all professional positions. The selection process shall be designed to identify candidates who are committed to the education and welfare of the children attending our public schools.

It is the responsibility of the Superintendent and of persons to whom he or she delegates this responsibility to determine the personnel needs of the District and to recruit suitable candidates to recommend to the Board for employment.

The objective in recruitment is to obtain the most qualified, certified individuals with due consideration of the District's needs and of the value of a staff that reflects cultural diversity. Therefore, the search for qualified applicants should extend to a wide variety of educational institutions and geographic areas.

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

The following guidelines shall be used in the selection of personnel:

- A. There shall be no illegal discrimination in the hiring process.
- B. Individuals currently employed by the District are encouraged to apply and will be considered for positions for which they possess appropriate certification and meet stated requirements.
- C. Interviewing and selection procedures shall assure that an administrator has the opportunity to aid in the selection of any staff member who will work under his or her supervision.
- D. No candidate shall be hired without a personal interview and complete reference check.
- E. Whenever practicable, a candidate should be observed in his or her current school or in a demonstration situation in a District school.
- F. All candidates shall be considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent, the Board's Personnel Committee, and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- G. While the Board may accept or reject a nomination, an approval shall 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.

Legal Reference: 20-A MRSA 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
 GBJC - Retention of Application Materials

Adopted: August 20, 2004