

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

As a service organization providing education to students residing in New Shoreham, the School Department believes that the goal of offering a quality education can be best provided by ensuring that its personnel are of the highest caliber. Therefore, the School Committee believes that one of its most important activities is the hiring and assignment of competent personnel. To this end, the following policy is established regarding professional staff hiring and assignment with the understanding that all hiring practices conform to the School Committee's policy regarding Equal Opportunity.

- A. Maintaining and Supporting Employees – It is the responsibility of the superintendent to oversee the development and implementation of a system that supports and retains highly qualified district personnel in order to carry out the mission of the school. Such will include, but not necessarily limited to, high quality professional development.
- B. Teaching Vacancies
1. The Superintendent shall post vacancies as they become known. During the summer vacation, a vacancy notice will be mailed to all teachers. This timeframe may be waived in exceptional circumstances where the Superintendent must act in a shorter time in order to maintain the continuity of education.
 2. Teachers who notify the Superintendent in writing and file a written statement with the Committee of a desire to change grade and/or subject assignment because of a vacancy shall be given full consideration including an interview before the screening committee. Such statements will include the grade and/or subject to which the teacher desires assignment.
 3. Although the following criteria will be considered in placement decisions, the sole and exclusive authority for the determination of transfers shall lie with the Superintendent of Schools. In the determination of hiring, placement, and voluntary reassignment, the following will be the prioritized criteria for placement.
 - a. Student and programmatic need;
 - b. Qualifications, including area of certification;
 - c. Seniority for voluntary transfers;
 - d. Convenience and wishes of the individual requesting the voluntary reassignment.
 4. A screening committee* appointed by the Superintendent shall screen the applications and conduct initial interviews for each vacant position. Those applicants who are residents of New Shoreham shall be afforded the courtesy of a minimum of one interview per year for teaching positions in the public school. A New Shoreham resident may request interviews for subsequent positions for which he/she first applied if such request is in writing. The screening committee shall develop a list of questions to be asked of

each applicant. After the initial interview process is finished, the screening committee may recommend up to three nominees, if available, to the Superintendent.

5. The Superintendent or his/her designee shall verify the applicants' credentials, including certification, background check, past employment, education, and references. The Superintendent, assisted by other staff members if he/she requests such assistance, shall interview the screening committee's nominees. The Superintendent will then make his/her recommendation for appointment to the School Committee for approval. Such recommendation shall be for the best qualified candidate to support the student-learning goals of the school.

C. Administrative Positions (excluding Superintendent)

1. Notice of all certified administrative positions that become open will be advertised in the appropriate media. When a request for emergency certification is anticipated, or necessary, notices of vacancies will be forwarded to the placement office of selected Rhode Island colleges and universities.
2. A screening committee appointed by the Superintendent shall screen the applications and conduct initial interviews for each vacant administrative position. All applicants who are New Shoreham residents or members of the School Department's professional staff shall be afforded the courtesy of an interview. The screening committee shall develop a list of questions to be asked of each applicant. After the initial interview process is completed, the screening committee shall forward the names of up to five nominees to the Superintendent.
3. The Superintendent shall interview the nominees forwarded. The Superintendent will then verify credentials, including certification, background check, past employment, education, and references and make his/her recommendation to the School Committee for approval. Such recommendation shall be for the best qualified candidate to support the student-learning goals of the school.

D. Interim Appointments by the New Shoreham School Committee

When a request for emergency certification is anticipated, or necessary, whether it is for a teaching, staff, or administrative position, the School Committee may appoint such person to the position on an interim basis when it is clear that the person may be qualified to receive full certification in a short time. Upon receipt of permanent certification, the School Committee may change the appointment from "interim" to "permanent" without the necessity of reposting or readvertising the position.

This policy shall apply to all persons appointed by the New Shoreham School Department in accordance with RIGL §§ 16-2-1 *et seq.*, RIGL § 16-2-9(a)(12) &(13).

**Each screening committee will include a representative from the Special Education Advisory Committee.*