

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: November 20, 1979 Date Reviewed: May 11, 1982 May 25, 1999 September 19, 2006 March 17, 2009	Number: 700-19
Subject: Employment of Professional Personnel (Unit I)	Date Approved: June 15, 1982 October 17, 2006 May 26, 2009 Date Revised: December 20, 1982 June 15, 1999, September 19, 2006 March 17, 2009 Effective Date: July 1, 1999, October 17, 2006 May 26, 2009

1. PURPOSE

To establish guidelines for the selection and employment of professional personnel (teachers) for the Somerset County Public School System.

2. BACKGROUND

The Board of Education of Somerset County recognizes that the school system can only be as effective as the quality of the professional personnel hired as classroom teachers for the schools. Therefore, every effort shall be made to hire certificated, competent personnel with adequate preparation in the appropriate area for which they are selected. All professional staff shall be highly qualified as stipulated by the No Child Left Behind Act.

3. PROCEDURE

The Board of Education establishes the following guidelines and procedures to be used by the superintendent and his/her staff in the selection of all professional employees:

- A. Current applications for teaching positions will be screened by the Human Resource Department.
- B. Interviews will be arranged for the most qualified candidates based upon screening. When available, at least three fully qualified candidates will be interviewed.
- C. All interviews will be conducted by a team of persons which may normally include the Human Resources Director, the appropriate school building principal(s), instructional supervisor(s), a content area teacher and a specialist. When circumstances require, the superintendent may appoint others to serve on the interview team.
- D. Based upon the interviews and a review of the candidates' credentials, a recommendation will be made for employment to the superintendent.

- E. Upon reviewing the committee's recommendation, the superintendent will make a recommendation for employment to the Board of Education. All employment is contingent upon final approval of the Board of Education. All contracts will be considered provisional until final approval of the Board of Education is given.

- F. Candidates will be selected on:
 - (1) Academic preparation
 - (2) Recommendations
 - (3) Certification status
 - (4) Outcome of the interviews
 - (5) Evidence of compliance with other state employment requirements
 - (6) Evidence of compliance with No Child Left Behind requirements

- G. When two candidates for the same position have equal qualifications, preferences will be given to residents of Somerset County.

Reference: Annotated Code of Maryland
4-103, 4-204, 4-205, 5-101