

**RECRUITING AND HIRING OF PARA & PROFESSIONAL STAFF  
ADMINISTRATIVE PROCEDURE**

These procedures are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for all professional positions.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent or designee (the Board in a Superintendent search) is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education and experience) for the position.
4. Send to the Board personnel committee to review and make recommendations.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent or designee is to advertise and attach the job description by:

1. Posting notice of the vacancy within the unit and placing a display advertisement in appropriate print media, considering at least one appearance on [ServingSchools.com](http://ServingSchools.com); and
2. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

C. Screening

To ensure that a fair and efficient screening process will occur, the Superintendent or designee is to:

1. Appoint a screening committee with representation as deemed appropriate to the particular vacancy;

Model for Screening Committee:

- One (1) Administrator;
  - A professional and/or support staff member, as defined by policy GDA, pertinent to the opening;
2. Ensure that all applications are complete and reviewed by more than one individual using the job description and the RSU screening rubric with attention given to an unbiased regard for the criteria and qualifications in the job description;
  3. Ensures all screeners and interviewers have read and signed confidentiality form.

4. Candidates will only be considered if application is complete;
5. Screening Committee will select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and
6. Notify applicants in writing not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent or designee is to:

1. Appoint an interview committee (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;

Model for Interview Committee:

- a. One (1) Administrator who will be the facilitator;
  - b. A School Board Member;
  - c. A professional and/or support staff member, as defined in policy DGA, pertinent to the position.
  - d. One (1) support staff member, pertinent to the position.
2. Provide orientation on the process including the function and extent of responsibility of the committee, the weighting of criteria, the nomination/hiring procedure and any specific skills or characteristics desired in a new hire; and
  3. Conduct training to ensure that committee members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interviewing committee is to:

1. Select interview questions (10 to 15 max.), which match the criteria and the duties/responsibilities outlined in the job description;
2. Provide equal opportunity for the candidates to respond to the same questions/questioners; and
3. Agree to make decisions by consensus.

E. Selection

After the interview is completed, the interview committee is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit finalist(s) to the Superintendent per the “recommended candidate” form.

The Superintendent or designee is to:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;

NOTE: No offer of employment is to be made until references are checked.

2. Review the material on the finalist(s) candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;
4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgement along with those of the interview committee (or, reject all finalists, reopen the position and begin the process anew); and
5. Notify the other candidates interviewed by phone and in writing.

F. Nomination

The Superintendent is to:

1. Notify candidate he/she is being recommended to School Board for employment.
2. Recommend the nominee to School Board for employment when necessary.
3. Notify candidate he/she has been approved by the School Board and obtain agreement of the successful candidate;
4. Appoint and employ the successful candidate in accordance with state law and local policies.

G. Orientation and Support

To ensure that the new employee is provided with the proper information about the system and job expectations, the Superintendent or designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the local school unit.

H. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

I. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.