

Administrative Procedures for Hiring Personnel

- I. Position vacancy announcements will be posted on the school website and distributed via email to all staff. Position announcements will include the due date for application submittals, which will allow a minimum of five (5) days for internal postings and ten (10) days for external postings.
- II. Teachers who desire a change in grade and/or subject assignment or building assignment shall file a written statement of request for the transfer and the reasons therefore with the Superintendent by February 1st. The failure to provide such a request by February 1 shall not exclude a teacher from consideration for any posted vacancy. Teachers who have submitted a request for transfer must still apply to be considered for an available vacancy.
- III. In the determination of requests for voluntary reassignments and/or transfer, the application of the individual teacher will be considered, but the final decision shall remain with the Board and its agents.
- IV. The teacher whose request has been denied shall upon request be entitled to an informal conference with the Superintendent to discuss the reasons for the denial.
- V. Prior to making any involuntary transfer the Superintendent or designee may consider whether there is an equally or more qualified volunteer available to fill said position.
- VI. The affected teacher will be provided the opportunity to meet with the principal and the appropriate team leader or department chair to be given an explanation and an opportunity to be heard. The affected teacher may also request a meeting with the Superintendent to discuss the proposed transfer.
- VII. In determining qualifications the Superintendent shall consider the needs of the system, but the final decision with respect to transfers shall remain with the Board and its agents.
- VIII. Notice of an involuntary transfer shall be given to teachers as soon as practicable, and in all cases not less than two (2) weeks prior to the transfer.
- IX. Teachers with new assignments will be given preference for professional development and training to prepare for student needs.
- X. Additional Guidance:
 - A. Part-time employees must apply for full-time openings and compete for those jobs.

- B. Principals solicit feedback from the hiring committee, but the hiring committee does not pick the top candidate.
- C. Teachers hired over the summer are not considered on board (member of the faculty) until the school year has started.
- D. Principals have the right to transfer teachers prior to posting a vacancy. Ideally, transfers are voluntary.
- E. Teachers should be encouraged to consider new assignments over their career.

PROFESSIONAL STAFF HIRING

~~One of the most important tasks of administrative personnel is the recommendation for hire of talented, accomplished, and effective professional staff. Hiring the best possible candidates makes a long term difference in school system quality. Good staff hiring should be done in stages involving various people in separate roles while employing a variety of information sources~~

~~Through its employment policies, the board shall attempt to attract, hire and retain the best qualified personnel for all professional positions.~~

~~It shall be the duty of the superintendent to see that any person nominated for employment in the schools shall meet all certification requirements, health requirements and the requirements of the board for the type of position for which the nomination is made.~~

~~The Cape Elizabeth Schools *Hiring Procedures Manual* will continue to be School board approved. It will be reviewed annually by the Personnel Committee and will be updated as needed.~~

~~While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the Superintendent.~~

~~Legal Reference: TITLE 20A MRSA SEC. 13201 ET SEQ.~~

~~ADOPTED: January 12, 1988~~

~~REVIEWED: March 10, 1992~~

~~Recoded: June 1998~~

~~Revised: June 10, 2003~~

~~Revised: December 14, 2004~~

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

The Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, color, national origin or ancestry, religion, sex, sexual orientation, age, genetic information or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, § 1001.13, the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances.

In accordance with 20-A MRSA, § 4502.4-A, the district's Affirmative Action Plan shall include: a description of the status of the district's nondiscriminatory administrator hiring practice, plans for in-service training programs on gender equity for teachers, administrators and the School Board; and the relationship of the above to the State's five-year goal for the employment of women in administrative positions.

Legal Reference: 5 MRSA § 4576
20-A MRSA §§ 6, 254.8-10, 256.1, 7, 1001.13, 4502.4A, 13011.6, 13019-A.1D, 13019-B.1C

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
(See *Cape Elizabeth Schools Hiring Procedures Manual*)
GBJC – Retention of Application Materials

ADOPTED: March 12, 1996
REVISED: June 10, 2003
December 14, 2004
November 13, 2012

PROFESSIONAL STAFF HIRING

Through its employment policies, the Board shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon an alertness to candidates who will devote themselves 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/she delegates this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to the Board for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to the Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

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 type of 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. 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/her supervision.
- C. No candidate shall be hired without a personal interview.
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the unit. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- E. 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: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional personnel will be the needs of students and the instructional program. However, faculty satisfaction with assignments may be expected to have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Therefore, it will be the policy of the Board that personnel be assigned on the basis of their **qualifications**, the **needs of the school unit**, and their **expressed desires**. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with school system needs—where the administration feels the employee is most qualified to serve, and second, regarding the preference of the employee.

Care will be exercised by the Superintendent and other unit administrators to ensure that the school is well staffed with effective teachers.

Within the school, a Principal will have the right to assign classes and courses, provided this is done with full regard to the teacher's area of certification and Board policies. He/she will also recommend to the Superintendent assignments to any extra-pay positions in his/her school.

A transfer, reassignment, or special assignment may be requested by any employee, which will be given due consideration in accordance with the provisions of this policy.

Adopted: _____

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