

## RECRUITMENT, SELECTION AND HIRING

The board believes that the quality of the professional staff impacts the quality of the education provided to district pupils. Therefore, the chief school administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

Teaching candidates with a Certificate of Eligibility (CE)/Certificate of Eligibility With Advanced Standing (CEAS) shall be given equal consideration with all other candidates for teaching positions. The chief school administrator shall follow all requirements of the administrative code in providing the necessary mentor training program for all teachers hired with a CE/CEAS.

All teachers hired by the board for programs in the district supported with Title I, part A funds shall be highly qualified at the time of hire, as defined by federal law. All teachers of core academic subjects ( English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, religion, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job. However, when candidates with equal qualifications apply for a position, the chief school administrator shall give preference to the candidate who advances the district's affirmative action goals.

The chief school administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The chief school administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers. The board shall affirm

employment and initial placement on the salary guide by a majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

Date: February 14, 1996

Revised: August 11, 2004

Revised: November 10, 2004

Revised: January 10, 2007

Legal References: See Appendix

Cross References: Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check