

Regulation 4311: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 08/25/2009 | Last Revised Date: 04/26/2021 | Last Reviewed Date: 04/26/2021

Recruitment And Selection of Administrative, Supervisory, Confidential And Licensed Personnel

Recruitment Procedures

1. When it is determined that administrative vacancies are to be filled, an announcement advertising the position shall be prepared by the Human Resources Department and disseminated widely in order to attract the most qualified candidates for the position. Announcements of vacancies may be distributed to:
 - a. Association of California School Administrators - EDCAL
 - b. All California State University Educational Placement Offices
 - c. All University of California Educational Placement Offices
 - d. Edjoin.org
2. Notice of the position will be given to all school district personnel offices in Alameda and Contra Costa counties and to selected community groups that represent the district's ethnic diversity, as appropriate.
3. ~~Alameda Unified School District Equal Employment Opportunity Advisory Committee.~~
4. Local newspapers and other media as appropriate.

Screening

1. The Superintendent's designee shall coordinate the process to screen applicants for administrative vacancies.
2. Applicants may be asked to come in person for a screening interview if it is determined that screening interview would ensure an adequate pool of qualified applicants.

The Interview Committee

1. For the hiring of a school site principal, the Superintendent or designee shall make best efforts to ensure that At a minimum, the Interview Committee shall be is comprised of the following individuals selected by their respective groups:
 - a. A total of three parents/guardians from the school site. The parent/guardian ~~shall~~ may be selected from the following groups:
 - One (1) Parent/Guardian representing School Site Council
 - One (1) Parent/Guardian representing PTA
 - One (1) Parent/Guardian representing English Language Advisory Committee (ELAC)
 - One (1) Parent/Guardian from a community-based organization focused on improving education opportunities for African American/Black/Multi-Ethnic AUSD Students
 - One (1) Parent/Guardian from the school or community representing Special needs learners

- b. Three teachers from the school site
- c. ~~One~~ Two classified staff from the school site
- d. Two administrators selected by the Superintendent or designee
- e. Two students (for middle and high school positions)
- f. ~~One member from the school community (could be parent/guardian), if appropriate~~

~~The Equal Employment Opportunity representative~~ A Human Resources Manager will serve as a process and resource person to the selection team, ~~similar to the role of the Chief Human Resource Officer.~~

~~The Equal Employment Opportunity Committee representative will be a voting member of the selection team.~~

- 2. For district administrative positions, the Superintendent or designee shall determine the best representative panel members for the specific position.
- 3. The Superintendent may meet with ACSA Chapter's President or designee prior to making a final decision and prior to making a recommendation to the Board for appointment.
- 4. In debriefing with the Superintendent, the ~~Equal Employment Opportunity representative~~ Human Resources Manager will provide the strengths and areas of growth for each of the finalists for the job.
- 5. The Superintendent shall make a recommendation to the Board for appointment. The Board shall approve the Superintendent's recommendation.

Alternative Procedure: Direct Appointment

- 1. The Superintendent may make direct appointments to the site administrative vacancies upon advising the Board, if a direct appointment is in the best interests of the district.
- 2. The Board has the responsibility to approve or disapprove the recommended appointment.

Site Administrator

A site administrator is defined to be an administrative position outside of Central Office in the district's pre-school through adult education program.

Recruitment and Screening

When a management position vacancy is known or anticipated, the Superintendent or designee shall determine the need and qualifications for the position. As soon as possible, notice of the vacancy shall be published within the district and may be published through other recruitment sources.

In selecting candidates for formal interview, the Superintendent or designee shall follow established regulations of the district and shall:

- 1. Review valid transfer requests.
- 2. Review the current applicant file.
- 3. Establish an interview committee.
- 4. Arrange interviews for the best qualified applicants.
- 5. Provide the interview committee with each candidate's complete application ~~personnel folder~~, a set of questions to be asked, rating sheets, and related instructions.

The interview committee shall rate the candidates in accordance with established regulations. When all interviews have been completed, committee members may discuss candidates before recommending finalists. All discussions and recommendations shall be confidential.

Our district believes that inequities exist within our current educational system. Our African American and Latino students are underserved, and it is our responsibility to provide equitable educational opportunities for them and all students. A diverse workforce matters and is beneficial to all of our students. A special effort shall be made to interview candidates who qualify for consideration under this statement the district's Equal Employment Opportunity plan.

Selection

When finalists have been identified, the Superintendent or designee shall interview in person or by telephone those individuals given as references who have had the greatest opportunity to observe the finalists' professional activities.

The Superintendent or designee shall interview the finalists and submit a recommendation to the Board. No management position shall be filled without concurrence of both the Superintendent and the Board.

If the Superintendent or designee cannot make a recommendation in full confidence, ~~he/she~~ they shall be directed to declare the position open and undertake a new search.

When a final recommendation is approved, the Superintendent or designee shall contact the finalist to obtain acceptance of an offer of employment.

The salary and placement of newly elected staff shall be determined by Human Resources. Employment shall be subject to the possession of valid, appropriate credentials.

As soon as the position is filled, the Superintendent or designee shall notify all candidates who were not selected.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44259	Teaching credential, exception; designated subjects; minimum requirements
Ed. Code 44750	Teacher recruitment resource center
Ed. Code 44830-44831	Employment of certificated persons
Ed. Code 44858	Age or marital status in certificated positions
Ed. Code 44859	Prohibition against certain rules and regulations re: residency
Ed. Code 45103-45139	Employment (classified employees)
Ed. Code 49406	Examination for tuberculosis
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 12940-12957	Discrimination prohibited; unlawful practices
Gov. Code 6250-6276.48	Public Records Act

Gov. Code 815.2

H&S Code 53570-53574

Lab. Code 432.3

Federal

20 USC 1681-1688

28 CFR 35.101-35.190

34 CFR 106.51-106.61

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

5 USC 552

8 USC 1324a

8 USC 1324b

Management Resources

CCSESA Publication

Court Decision

Website

Website

Website

Website

Website

Website

Website

Liability of public entities and public employees

Teacher Housing Act of 2016

Salary information

Description

Title IX prohibition against discrimination

Americans with Disabilities Act

Nondiscrimination on the basis of sex in employment in education program or activities

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964, as amended

Title VII, Civil Rights Act of 1964, as amended

Freedom of Information Act

Unlawful employment of aliens

Unfair immigration related employment practices

Description

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

[California County Superintendents Educational Services Association](#)

[Commission on Teacher Credentialing](#)

[Education Job Opportunities Information Network](#)

[Teach USA](#)

[U.S. Department of Education](#)

[U.S. Equal Employment Opportunity Commission](#)

[California Department of Fair Employment and Housing](#)

Cross References

Code

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0200

0410

2230

3542

4000

4030

Description

[Vision](#)

[Vision](#)

[Goals For The School District](#)

[Nondiscrimination In District Programs And Activities](#)

[Representative And Deliberative Groups](#)

[School Bus Drivers](#)

[Concepts And Roles](#)

[Nondiscrimination In Employment](#)

4030	<u>Nondiscrimination In Employment</u>
4032	<u>Reasonable Accommodation</u>
4100	<u>Certificated Personnel</u>
4111.2	<u>Legal Status Requirement</u>
4111.2	<u>Legal Status Requirement</u>
4112	<u>Appointment And Conditions Of Employment</u>
4112.2	<u>Certification</u>
4112.2	<u>Certification</u>
4112.21	<u>Interns</u>
4112.21	<u>Interns</u>
4112.22	<u>Staff Teaching English Learners</u>
4112.23	<u>Special Education Staff</u>
4112.61	<u>Employment References</u>
4112.61	<u>Employment References</u>
4112.8	<u>Employment Of Relatives</u>
4113	<u>Assignment</u>
4113	<u>Assignment</u>
4200	<u>Classified Personnel</u>
4200	<u>Classified Personnel</u>
4211.2	<u>Legal Status Requirement</u>
4211.2	<u>Legal Status Requirement</u>
4212	<u>Appointment And Conditions Of Employment</u>
4212.61	<u>Employment References</u>
4212.61	<u>Employment References</u>
4212.8	<u>Employment Of Relatives</u>
4300	<u>Administrative And Supervisory Personnel</u>
4300	<u>Administrative And Supervisory Personnel</u>
4311.2	<u>Legal Status Requirement</u>
4311.2	<u>Legal Status Requirement</u>
4312.1	<u>Contracts</u>
4312.61	<u>Employment References</u>
4312.61	<u>Employment References</u>
4312.8	<u>Employment Of Relatives</u>
4331	<u>Staff Development</u>
4331	<u>Staff Development</u>
6141.5	<u>Advanced Placement</u>

6141.5	<u>Advanced Placement</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
9000	<u>Role Of The Board</u>