

Policy 4311: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** 05/11/2021 | **Last Reviewed Date:** 05/11/2021

The Board of Education desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

Whenever possible, the Superintendent shall notify current supervisory employees of vacancies and offer them an opportunity to express interest in the position before either filling the position by appointment or disseminating the job announcement to external sources.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. If the District receives applications from several qualified applicants, the Superintendent or designee may establish a screening committee to determine which candidates will receive an interview. The screening committee shall include at least one current administrative or supervisory employee, as appropriate and at least one site administrator. Unless time and circumstance require otherwise, the Superintendent or designee shall establish an interview committee, as appropriate, to rank candidates and recommend finalists. The committee shall consist of a diverse group of current employees including administrative, supervisory personnel at least one site administrator and others as appropriate. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Internal candidates who are not selected for the position may request a meeting with the Superintendent or designee to discuss the reasons he/she was not selected.
