

PROFESSIONAL STAFF HIRING

Through its employment practices, the school system shall attempt to attract, employ and retain well qualified personnel for all professional positions.

In the event of a vacancy, the superintendent, and any person(s) to whom he/she may delegate any portion of this responsibility, shall determine the personnel needs of the school system and seek suitable candidates from whom the best qualified person shall be nominated by the superintendent for board approval. Through effective administrative procedures, the superintendent shall recruit, select, and nominate, to the board, personnel who are well prepared, motivated to do their best work, and creative.

It shall be the duty of the superintendent to nominate for any certified position in the schools that candidate who best meets all certification requirements, any requirements of the board, and the criteria necessary to fulfill the job description of the position for which the nomination is made.

The following is to guide the selection of professional personnel:

- A. There shall be no illegal discrimination in the hiring process (see board policy AC: Nondiscrimination/Equal Opportunity and Affirmative Action);
- B. The vacancy shall be advertised to attract a current, representative applicant pool. Positions will be posted in-house two (2) days prior to posting outside the district. Staff may apply for another position in the district by providing a letter of intent. They will be interviewed with the other applicants;
- C. All application materials should be reviewed by more than one individual. This is to minimize effects of any perceived conflicts of interest on the part of the reviewers and any possible bias. The superintendent may assemble appropriate representatives from staff and community to assist in the screening and interviewing processes in an advisory capacity, but school board members and their spouses shall not be included. Anyone so involved shall: 1) receive an appropriate orientation on the procedures to be followed and the legal requirement to maintain confidentiality of applicant information, including identities, and 2) sign a statement that they understand and agree to abide by the confidentiality requirement.
- D. Interviewing and selection procedures should assure that a building, department, or central office administrator has the opportunity to provide input to the selection of any staff member who will work under his/her supervision;
- E. No new nomination shall be submitted without having been given at least one personal, comprehensive interview, and only after thorough reference and background checks;
- F. Probationary teachers will be nominated only after completion of an established, thorough evaluation procedure. In addition, a nomination of a second or third year probationary teacher

for continuing contract status shall require documentation that the person has clearly demonstrated a high level of professional excellence.

- G. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school system. In each instance, all participants in the process shall focus on the school system's goal of obtaining the most appropriate person available for the job.
- H. While the board may approve or not approve a nomination, an approval shall be valid only if made with the recommendation of the superintendent. In case a nomination does not receive approval, it shall be the duty of the superintendent to make another nomination.
- I. The RSU 68 Hiring Procedure outlines all the necessary criteria for hiring a new employee.

Legal references: TITLE 20A MRSA SEC. 13201 ET SEQ
 TITLE 20A MRSA SEC. 1055.10

Adopted: January 7, 1998

Revised: May 8, 2018