

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the School Committee 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 School Committee for employment. Through effective administrative procedures, the superintendent shall recruit and recommend to the School Committee 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 School Committee 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 (see Committee policy AC, Nondiscrimination);
- 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; and
- 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.
- E. While the School Committee may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent. In the

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GCF

case of a rejection, it is the duty of the
superintendent to make another nomination.

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

Adopted: FEBRUARY 3, 1993, DECEMBER 4, 1997

JAY SCHOOL DEPARTMENT
NEPN/NSBA Code: GCF-E

PROFESSIONAL STAFF HIRING-RECOMMENDATION FOR APPOINTMENT

Nominee _____

School _____ Grade/Subject _____

Salary/Step _____

The following persons were interviewed on the date(s) indicated based on request for transfer: _____

Total number of applicants for the position _____

The following other persons were interviewed on the date(s) indicated: _____

Persons who participated in screening/interviewing the candidates were:

Principal/Spec. Ed. Director _____ Date _____

Supt. of Schools _____ Date _____

PROFESSIONAL STAFF HIRING--PROCEDURES

These procedures implement School Committee policy GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the superintendent/designee (the School Committee in a superintendent search) is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education and experience) for the position.

B. Recruitment

To attract a strong pool of qualified candidates, the superintendent/designee is to advertise (except in the circumstances described in K below) such as in:

1. Posting notice of the vacancy within the unit;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
3. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

C. Screening

To ensure that a fair and efficient screening process will occur, the superintendent/designee is to:

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GCF-R

1. Ensure that all applications are reviewed by more than one individual with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and
7. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the superintendent/designee is to:

1. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interviewing panel is to:

1. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

E. Selection

The interview panel is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit a report to the superintendent, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered further for the position.

The superintendent/designee is to:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;
4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or, reject all finalists, reopen the position and begin the process anew); and
5. Have any further reference checks made, as appropriate.

F. Nomination/Employment

The superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending School Committee approval;
2. Inform the interview panel; and
3. Nominate and employ the successful candidate in accordance with state law and local policies.

G. Notification

The superintendent/designee may:

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GCF-R

1. Notify the nominee of the School Committee approval and employ the administrator; and
2. Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job expectations, the superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the local school unit.

I. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

J. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the School Committee, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101). The School Committee is to assume responsibility through the superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

K. Hiring of Current Employees

The school department may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill a professional position only if the superintendent, after consultation with the School Committee, or the School Committee in a superintendent search, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GCF-R

Based largely on "Model Administrative Hiring Procedure," published by the Commissioner of Education in the Final Report of the Equity Committee, April 22, 1991.

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