

PROFESSIONAL STAFF HIRING

Through its employment policies, MSAD #56 shall attempt to attract, employ, and retain well-qualified personnel for all professional positions.

The Superintendent has the responsibility to determine the personnel needs of the school system, to seek suitable candidates, and to nominate the best qualified person for Board approval. Through effective administrative procedures, the Superintendent shall recruit, select, and nominate to the Board personnel who are creative, well prepared, and motivated to do their best work.

The duty of the Superintendent is to see that persons nominated for employment in the schools shall meet all necessary certification requirements, any requirements of the Board, and the criteria established in the job description for the position.

The following guidelines shall be used in the selection:

- A. There shall be no discrimination in the hiring process;
- B. Interviewing and selection procedures shall assure that an administrator has the opportunity to provide input into the selection of any staff member who will work under his/her supervision;
- C. All application materials should be reviewed by more than one individual in an effort to minimize the effects of any perceived conflicts of interest or bias on the part of the reviewers.
- D. No candidate shall be hired without a personal interview, and only after thorough reference and background checks.
- E. 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 seek to hire the best qualified person for the job.
- F. 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 the case a nomination doesn't receive approval, it shall be the duty of the Superintendent to make another nomination.
- G. Probationary teachers will be nominated only after completion of an established, thorough evaluation procedure. In addition a nomination of a probationary teacher for continuing contract status shall require documentation that the individual has clearly demonstrated a high level of professional excellence.

Legal Reference: TITLE 10A MRSA SEC. 13201 ET SEQ.

Cross Reference: GCF - R, Personnel Hiring Procedures
AC - Non Discrimination

ADOPTED: October 8, 1985

REVISED: April 9, 1996

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