

## PROFESSIONAL STAFF HIRING

Through its employment policies, the Board of Directors shall attempt to attract, secure and hold the highest qualified personnel for all professional staff 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 professional staff needs of the School District and to locate suitable candidates to recommend to the Board for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to the Board 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 schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of professional staff personnel:

- A. There shall be no illegal discrimination in the hiring process (see Board 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 in person, by teleconference, or using Skype, or other evolving technological communication advances.
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- E. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

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

First Reading: December 21, 2011

Second Reading: January 25, 2012