

EAST MILLINOCKET SCHOOL BOARD POLICY

PROFESSIONAL STAFF HIRING

NEPN/NSBA CODE: GCF

Through its employment practices, the school system will 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 will determine the personnel needs of the school system and seek suitable candidates from whom the best qualified person will be nominated by the superintendent for board approval. Through effective administrative procedures, the superintendent will recruit, select, and nominate to the board, personnel who are well prepared, motivated to do their best work, and creative.

It will be the duty of the superintendent to nominate for any certificated 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 certified personnel:

- A. There will be no illegal discrimination in the hiring process;
- B. When it is determined that a position will not be filled by transfer, by promotion from within, or by selection from existing applicants, the vacancy will be advertised to attract a current, representative applicant pool;
- 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 will not be included. Anyone so involved will: 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 ensure 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;

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- E. No new nomination will be submitted without having been given at least one personal, comprehensive interview, and only after thorough reference and background checks, including a Maine criminal records check;
- F. Probationary teachers will be nominated only after completion of any established, thorough evaluation procedure. In addition, a nomination of a second year probationary teacher for continuing contract status will require documentation that the person has clearly demonstrated a high level of professional excellence.
- G. All candidates will be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, all participants in the process will focus on the school system's goal of obtaining the most appropriate person available for the job.

While the board may approve or not approve a nomination, an approval will be valid only if made with the recommendation of the superintendent. In case a nomination does not receive approval, it will be the duty of the superintendent to make another nomination.

Adopted Date: 11-14-95

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