

POLICY: RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

In response to an Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School system (PL 1990, Chap. 889), the board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or handicapping condition, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20A MRSA, SEC. 1001.13, the superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCCA-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the superintendency, the board shall review the procedure, adapting as appropriate.

In accordance with 20A MRSA, SEC. 4502.4-A, the unit's Affirmative Action Plan shall include: a description of the status of the unit's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators, and the school board; and the relationship of the above to the State's 5-year goal for the employment of women in administrative positions.

Legal Reference: PL 1990, CHAPTER 889 (TITLE 5 MRSA, SEC. 4576, TITLE 20A MRSA, SEC. 6; 254.8-10; 256.1,7; 1001.13; 4502.4A; 13011.6; 13019-A.1D; 13019-B.1C)

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POLICY: RECRUITING AND HIRING ADMINISTRATIVE STAFF PROCEDURE PROCEDURES

I. Job Description Development/Review

In order to assure that the role and job functions of the advertised position are current, the employer will:

- * Conduct a review of the job description with input from those people affected by the position to ensure that the information contained in it is relevant to the position.
- * Identify the criteria (skills, knowledge, abilities and personal qualities) required to perform the duties and responsibilities of the position.
- * Identify the minimum qualifications (training, education, and experience) for the position.

II. Recruitment

In order to attract a strong pool of candidates which would include candidates from underutilized classes as well as candidates from other geographic areas, the employer will:

- * Post notification on job vacancy internally.
- * Post notice of vacancies at various placement offices.
- * Advertise through the media.

III. Screening

In order to assure that a fair and efficient screening process will occur, the employer will:

- * Eliminate all candidates who do not meet the minimum qualifications.
- * Ensure that all applications are reviewed by more than one individual with attention given to criteria established in Item I above.
- * Provide orientation on confidentiality and equity issues to screeners.
- * Conduct preliminary reference checks if appropriate.
- * 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.

IV. Interviewing

A. In order to assure that the interviewing process will be conducted in a legal and proper manner, the employer will:

- * Appoint an interview panel (the employer may serve on the interview panel as deemed appropriate.)

- * Provide orientation to the panel on the process, the weighting of criteria and the nomination/hiring procedure.

- * Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality, equity issues, and non-discriminatory hiring practices.

B. The interview panel should review existing interview questions for the position to ensure that:

- * Interview questions match the duties and responsibilities of the position as outlined in the job description and the criteria established in Item I above.

- * Provide the opportunity for each candidate to respond to the same questions.

- * As a group, submit to the employer a list of 3-5 candidates' names to be considered as finalists for the position.

V. Selection

In order to complete the selection process, the employer will:

- * Dismiss the panel.

- * Contact references as deemed appropriate to check perceived strengths and weaknesses of the candidate(s).

- * Review the material on the selected candidate(s) to determine whether additional information is needed.

- * Re-interview any or all finalists as necessary.

- * Select a candidate from the list of finalists or reject all finalists and re-open the position and begin the process anew.

- * Nominate the selected candidate, if one is selected, in accordance with local policies.

- * Employ the selected candidate in accordance with local policies and state statutes.
- * Notify unsuccessful candidates once acceptance is assured.

VI. Orientation and Support

In order to assure that the new employee is provided with the proper information about the system and job expectations, the employer will:

- * Provide the new employee with an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of the school unit.
- * Provide the new employee with copies of the appropriate job description for the position, negotiations agreement, personnel guide, and any other material that is deemed necessary.

VII. Record Keeping

To ensure that the confidentiality of employee and applicant records are maintained, the employer will:

- * Provide for the maintenance in secure files of all applications and documentation of the screening, interview and hiring process for a period of three (3) years.

NOTE: "Employer" refers to chair of the search committee in the case of hiring a superintendent and to the superintendent or designee in all other hirings.

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