

BP 4111 RECRUITMENT AND SELECTION - All Personnel

The district shall employ the most **qualified** person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.
6. To the greatest degree possible, the district will utilize a committee process to review candidates for open positions.

Before considering the hire of a certificated staff member who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she:

- has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day or
- has secured a written release from the employing district.

(cf. 4112.8 - Employment of Relatives)

In evaluating applicants, special consideration shall be given to qualified applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111.1/4211.1/4311.1 - Affirmative Action)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall

recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all employees.

(cf. 6181 - Charter School)

Legal Reference:

ALASKA STATUTES

[14.08.111](#) *Duties (regional school boards)*

[14.14.090](#) *Additional duties*

[14.20.022](#) *Subject-matter expert limited teacher certificate*

[14.20.035](#) *Evaluation of training and experience*

[14.20.100](#) *Unlawful to require statement of religious or political affiliation*

[14.20.110](#) *Penalty for violation of AS 14.20.100*

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.210](#), [04.212](#) and [06.899](#)(6) *Highly Qualified Teachers and Objective Uniform Standards*

[6 AAC 30.810](#) *Employer records*

[6 AAC 30.840](#) *Retention of records*

UNITED STATES CODE, TITLE 8

[1324](#)(a)(b) *Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

UNITED STATES CODE, TITLE 20

§ 1119 *No Child Left Behind Act of 2001*, [P.L. 107-110](#)

CODE OF FEDERAL REGULATIONS, TITLE 8

[274](#)(a) *Control of Employment of Aliens*

Revised 11/03

Reviewed 12/2014

Reviewed 4/2021

Craig City School District