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Title: Vol. 33, No. 1 - September 2018 Revised SELECTION OF PROFESSIONAL PERSONNEL

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3120A - SELECTION OF PROFESSIONAL PERSONNEL

Introduction

() The Board of Education shall make all appointments to positions on the basis of a person's professional qualifications. To implement the desire of the Board to appoint on the basis of merit only, all those who have responsibility for staffing should search diligently within and outside the system for qualified candidates to fill staff positions.

() Each position shall have a job description which shall include, but not be limited to, the following information:

() the position title

() its function

() a listing of the responsibilities and authorizations assigned to the position

() a description of the reporting and supervisory relationships of the position

() When qualifications of candidates for a position are similar, preference shall be given to present staff members. Applications are invited for all staff openings from present staff members.

Qualifications

- () The qualities desired beyond the minimum certification or other applicable legal requirements are:
- () formal training appropriate to the duties and responsibilities of the particular position;
- () experience, both quantitative and qualitative, related to the particular position;
- () demonstrated ability in the particular position;
- () demonstrated ability to work harmoniously with others, both with those of greater and lesser responsibility and authority;
- () evidence of high educational and professional standards;
- () demonstrated loyalty to the administration and other staff where presently employed;
- () evidence of commitment to professional growth;
- () evidence of professional work habits and conduct consistent with the ethics of the profession.
- () Each candidate shall submit the following information in the form requested by the District:
- () personal data, limited to those allowed by law
- () certificates and licenses held
- () record of educational and professional training (including transcripts)
- () record of experience applicable to the position, e.g. teaching, counseling, administration, etc.
- () reports from references

Selection Process

() Application Procedure

All letters of application and all placement office credentials shall come through the _____ Office which will note date of receipt, acknowledge the application (if applications were requested).

[] It shall file those of promising candidates, and arrange for an investigation and possible interviews.

[] It shall send the applications to the appropriate principal for filing.

The applicant is to read and sign Form 3120 F2 - which is then to be sent to the applicant's current or most recent employer along with a request for any records pertaining to the applicant's unprofessional conduct. No applicant may be hired if s/he refuses to sign this statement. Unprofessional conduct is defined as "one or more acts of misconduct; one (1) or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor." A criminal conviction is not an essential element in determining whether or not a particular act constitutes unprofessional conduct.

() Investigation Procedure

() Checking of credentials should include, in addition to letters of reference, direct telephone calls to the person's recent supervisor(s) or employer, and review of any records of unprofessional conduct sent by the applicant's current or most recent employer. (See AG 3120D) Such information shall be maintained in a confidential file restricted to supervisory and official use only so as to protect the source(s) of the information and the privacy of the applicant. Official use shall include disclosure to persons directly involved in the process of evaluating the applicant's qualifications for employment.

() A biographical sketch is compiled which outlines in brief the candidate's training and experience and other pertinent qualifications.

() All necessary certification, **licensure**, training, and experience is documented.

() Pre-employment tests which are directly related to the position responsibilities may be administered, if applicable.

() Interview Procedure

(Not for Principals or Central Office Positions)

() Upon receipt of all relevant information, applications will be routed to the appropriate _____ for review.

() The _____ shall independently review the applications and then reach consensus on the applicants to be interviewed. The _____ shall then determine which, if any, members of the staff will be included in reviewing applications and the interviews. Prior to any interviews, a copy of AG 3120C is to be given to each interviewer.

() Qualified candidates shall be scheduled for personal interviews with the _____ as soon after receipt and review of application as possible.

() After all interviews have been completed, the _____ submits the recommended candidate to the Superintendent who will conduct the final interview and make the selection of the person to be recommended to the Board. Prior to the recommendation, a criminal history record check will be conducted after the candidate submits a set of fingerprints and pays the investigation fee.

() Both successful and unsuccessful candidates shall be notified of the District's employment decision.

() Procedure for Principals

If the opening is for a principalship, a screening committee consisting of

() ___ Board members

() ___ members of the professional staff

() ___ student(s)

() ___ parent(s)

shall be selected to assist in the interview process.

The screening committee shall participate in the planning of the interview sessions and the questions that will be asked of all candidates.

At the end of the interview process, each member of the selection committee is to independently determine those candidates that s/he thinks should receive further consideration. Additional interviews and final recommendation shall be the responsibility of the Superintendent.

() Procedure for Central Office Positions

The interview/selection procedure for professional staff with administrative responsibilities at the District level shall be established by the Superintendent, appropriate for the position.

During all phases of all screening, interviewing, and selection process, the Equal Opportunity Employment Policy 3122 shall be adhered to by all personnel involved.

Employment Procedure

() After the Superintendent's approval, and with Board acceptance, the Superintendent shall make an offer of employment and remuneration and, upon acceptance by the successful candidate, initiate a contract or memorandum of employment which will include:

() terms of employment including wages;

() length of contract;

() fringe benefits;

() job title and person to whom responsible;

() Other _____.

() Upon acceptance, the new staff member shall report to the _____ to fill out withholding tax, insurance, and any other necessary forms.

() All documents concerning employment shall be attached to the application and filed in the _____ Office. (See AG 8320 - Personnel Records)

() The new staff member is to be properly oriented by his/her supervisor in accordance with the checklist on Form 3120 F1.

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