

Definitions

Certified position	A teacher or administrator <u>or coach</u> position requiring certification by the Connecticut Department of Education.
Non-Certified position	All other positions, including clerical, [coaching], custodial, nursing and paraprofessional positions.

Administrative Position	A position requiring possession of an 092 or 093 certification from the Connecticut Department of Education, or a Dean of Students position.
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Selection Advisory Committee	A committee of individuals selected by the Principal or Director who is leading a selection process, intended to provide the selection leader with advice regarding the qualifications and relative strengths and weaknesses of the candidates.
Focus Group	A group of parents, students, teachers or other individuals who are convened for the purpose of providing advice regarding qualifications to be sought in candidates for a particular position.
Applitracks System	The district's on-line application processing system.

Demonstration teaching session	A session in which a candidate for a teaching position conducts a sample lesson with a representative group of students. The session is observed and rated by the Principal, Director or designee.
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Important Confidentiality and Communications Considerations

The names of all applicants for positions, as well as all information submitted by candidates, are to be maintained in strict confidence by all of the individuals engaged in the screening and selection process, including members of the Board of Education, administrators and Selection Advisory Committee members.

All communications with candidates throughout the selection process are conducted by the Principal or Director who is leading the selection process, or the Human Resources Coordinator. Candidates are kept informed of key steps and dates in the selection process, including the date on which the final appointment decision is expected to be made. Information regarding the substance of the selection process, including the identity of other candidates and the recommendations being made by Selection Advisory Committees, Principals or Directors, is not shared with candidates until the process has been completed.

Activity	Responsible Party	Notes
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1. Review current job description and propose any modifications that may be appropriate.	Principal/Director	Modifications to job descriptions require the approval of the Superintendent of Schools

2. Complete Hiring Request Form, including source of funding and individual being replaced, if any.	Principal/Director	<u>This is completed through Applitrack</u>
3. Approve Hiring Request and notify the individual leading the selection effort, the HR Coordinator and the Affirmative Action Coordinator.	Superintendent	<u>This is completed through Applitrack</u>
4. Establish a Recruitment Plan and Timeline for the appointment.	Human Resources Coordinator	
5. Approve Recruitment Plan & Timeline.	Superintendent]	
6. Post the position on the <i>Applitracks</i> on-line application system and on appropriate employee bulletin boards, web sites and publications. Provide union organizations with copies as appropriate.	Human Resources Coordinator	Assure compliance with posting requirements per collective bargaining agreements. Include equal opportunity and affirmative action assurance.
7. Appoint a Selection Advisory Committee <u>in consultation with Human Resources Coordinator</u>	Principal/Director/ <u>Human Resources Coordinator</u>	Principal or Director retains responsibility for recommending the most qualified candidate to the Superintendent. Committee is “advisory” in nature. In the case of [administrative] <u>certified</u> positions the Board of

		<p>Education will select one or more of its members to serve on the Selection Advisory Committee.</p> <p><u>In the case of certified positions the Human Resource Coordinator will contact the DEA President and request the names of 5 individuals of which two will be selected by the Principal/Director for a certified position other than an administrator to serve on the Committee. In the case of an administrator this selection will be made by the Superintendent.</u></p>
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<p>8. Convene the Selection Advisory Committee to:</p> <ul style="list-style-type: none"> Ø Review Committee Charge. Ø Review Job Description. Ø Identify qualities desired in successful candidates. Ø Screen applications and select interviewees. Ø Develop interview questions and criteria. Ø Plan focus group process (if appropriate). 	Principal/Director	<p>In the case of [administrative] <u>certified</u> positions the Board of Education <u>Chair</u> will select one or more of its members to serve on the Selection Advisory Committee.</p>
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9. Receive and distribute <u>all</u> notifications, material and applications.	Human Resources Coordinator	All applications are received via the district's on-line Applitracks system and routed to the appropriate Principal or Director for review.
10. Provide applicants with confirmation of receipt of applications; maintain roster of applicants.	Human Resources Coordinator	
11. Review Applicant Pool and identify qualified candidates.	Principal/Director	Selection Advisory Committee may participate in this process.
12. Conduct telephone reference checks on candidates to be interviewed. Confirm that candidates possess the Connecticut certification required for the position in question.	Principal/Director or Designee	
13. Schedule candidate interviews.	Human Resources Coordinator	
14. Conduct first round interviews.	Principal or Director and Selection Advisory Committee	

15. Evaluate candidates in light of established criteria.	Principal or Director and Selection Advisory Committee	Each member of the Committee completes an evaluation form on each candidate.
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16. Identify finalist candidates.	Principal or Director and Selection Advisory Committee	
17. Arrange and conduct demonstration teaching opportunities for finalists for teaching positions.	<u>Human Resources Coordinator/Principal/Director</u>	
18. Provide finalists with reading materials related to Choice Theory.	Principal/Director	
19. Schedule final interviews.	Human Resources Coordinator	
20. Conduct finalist interviews.	Principal/Director and Superintendent	

21. Recommend most qualified candidate to Superintendent.	Principal/Director	Recommendations are made to the Superintendent by either a Principal, a Director, or (in the case of an athletic coach) by the Director of Athletics,
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		Per Board Policy [4500] 4172.
<u>22. Schedule appointment with applicant and Superintendent and confirm Salary and contract arrangements</u>	<u>Human Resources Coordinator</u>	
23. Inform appointed candidate of his/her appointment and confirm salary and contract arrangements. *moved up from #	Superintendent	
22. Recommend most qualified candidate to the Board of Education (in the case of appointments to certified positions).	Superintendent	Per Board Policy 4112

23. Consider and act upon the Superintendent's recommendation for certified positions.	Board of Education	If the Board approves the Superintendent's recommendation, the candidate is appointed; if not, the Superintendent resumes the selection process and brings forth another qualified candidate for Board consideration as soon as possible.
24. Select and appoint the most qualified candidate and inform the Board of Education of the appointment (in the case of non-certified positions).	Superintendent	Per Board Policy 4212
[25. Inform appointed candidate of his/her appointment and confirm salary and contract arrangements.] *moved up	*moved up [Superintendent]	

26. Complete all required hiring procedures (including letter of appointment, background check, fingerprinting, benefit enrollment) with the appointed candidate.	Human Resources Coordinator	
27. Issue press release regarding the appointment, when appropriate.	Superintendent	

<p>[28. Contact all of the interviewed candidates who were not selected by telephone and inform them of the results of the appointment process (within two days of the appointment).]</p>	<p>[Principal/Director (or Superintendent in the case of administrator appointments)]</p>	
<p>29. Provide letters to all candidates informing them of the results of the appointment process (within five days of the appointment).</p>	<p><u>Human Resources Coordinator</u></p>	