

Hiring of Certified Staff

It is the policy of the Middletown Board of Education (“Board”) to appoint certified professional staff to the Middletown Public Schools (the “District”) in accordance with applicable provisions of the Connecticut General Statutes, State Department of Education regulations, local Board policy, and relevant collective bargaining agreements, if any.

To ensure compliance with Board Policy 4112.8, *Nepotism*, all applicants for employment with the District shall disclose any prior or existing relationship with the Superintendent of Schools, any member of the Board, or any current employee of the District.

The Board shall not discriminate in any employment practice, policy, or procedure, including but not limited to recruitment, hiring, assignment, compensation, promotion, demotion, discipline, or termination, on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, alienage, disability, pregnancy, genetic information, veteran status, gender identity, or gender expression, status as a victim of domestic violence, or status as a victim of sexual assault or human trafficking, except where a bona fide occupational qualification is permitted by law.

Hiring of Superintendent

The Board is responsible for the hiring of the Superintendent.

Hiring of Certified Staff, Generally

Except for Executive Positions, as noted below, the Superintendent of Schools shall be responsible for the appointment of all positions within the District requiring certification issued by the Connecticut State Board of Education, including the hiring of certified administrators. The Superintendent shall establish and implement lawful, fair, and sound administrative regulations and procedures necessary for the recruitment, selection, and appointment of such personnel.

Hiring of Certified Administrators

When any certified administrator position, whether bargaining or non-bargaining, becomes vacant, the Superintendent shall promptly notify the Board.

Affiliated Administrator Positions: The position shall be posted internally to members of the Middletown School Administrators Association (“MSAA”) for purposes of voluntary transfer, in accordance with the applicable collective bargaining agreement.

In the event that no current MSAA member transfers into the vacant position, the District shall initiate external advertising of the vacancy through appropriate professional recruitment channels.

Non-Affiliated Administrative Positions: The District shall initiate advertising of the vacancy through appropriate professional recruitment channels.

Except for Executive Positions, as noted below, the Superintendent of Schools shall be responsible for the appointment of certified administrators within the District.

Hiring of Executive Positions

The Board shall be responsible for the appointment of the following positions: Assistant Superintendent, Executive Director of Finance, Chief Academic Officer, Director of Facilities, Safety and Security, Manager of Human Resources, Director of Adult Education, Principals, and Assistant Principals (“Executive Positions”).

For each of these positions, at least one member of the Board shall serve on the interview committee.

Criteria for the position shall be established prior to posting.

Selection Process for Executive Positions:

1. The Superintendent or designee shall oversee the recruitment, screening, and initial interview process for Executive Positions, in accordance with applicable laws, regulations, and collective bargaining agreements, if any.
2. Upon completion of the initial screening and interview process, a committee shall be appointed. The committee shall review relevant application materials and recommend one or more candidates deemed qualified for the position for further consideration.
3. The candidates recommended by the committee shall be interviewed by the Superintendent of Schools.
4. Following the Superintendent’s interview, the Superintendent shall identify one candidate as the finalist and present such finalist to the Board.
5. The Board, in collaboration with the Superintendent of Schools, shall interview the finalist candidate in executive session, subject to the candidate’s right that the interview be held in public session.
6. At the conclusion of the interview process, the Board shall vote in public session to accept or reject the finalist candidate for the position.
7. No offer of employment for an Executive Position shall be final unless approved by formal action of the Board of Education.

The Superintendent of Schools shall be responsible for appointments to all other positions requiring a certification issued by the State Board of Education.

Policy adopted: October 10, 2023

Policy revised: