

RECRUITMENT, SELECTION AND HIRING (All Staff)

The Board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the Chief School Administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of Norwood's children.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Chief School Administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

Beginning in the 2002-2003 academic year, all teachers hired by the board for programs in the district supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified by 2005-2006.

It shall be the duty of the Chief School Administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Chief School Administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The Chief School Administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The Board shall be responsible for hiring the Chief School Administrator and shall have a role in the hiring of all administrative personnel. The Board may also, at its discretion, participate in a final interview of a candidate for faculty or staff members. The Chief School Administrator is responsible for the screening and recommending of all certificated and non-certificated candidates.

Where deemed appropriate, the Board shall give the Chief School Administrator parameters for a candidate search. Every aspect of each search shall be nondiscriminatory and in adherence to law.

Screening Process

The Chief School Administrator shall establish guidelines for the hiring of new employees. These guidelines shall include interviews, reference checking, a performance component whenever possible, and a verification of all legally required documentation.

The Hiring Process

The Board shall appoint all staff members only from nominations made by the Chief School Administrator. The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board. Should a nominee be rejected, it shall be the duty of the Chief School Administrator to make other nominations.

The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Chief School Administrator to communicate this fact to all candidates.

The Chief School Administrator may make temporary appointments in emergency situations subject to ratification by the Board of Education at its next meeting.

Date: January 10, 1983
Revised: October 24, 1988
Revised: January 15, 1996
Revised: April 23, 2009

Legal References:

<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-5	Inquiry as to religion and religious tests prohibited
<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
<u>N.J.S.A.</u> 18A:6-7.1, -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-76.1	Deadline for notification to students of requirements of provisional certificate and induction program ...
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:13-40	General powers and duties of board of newly created regional districts
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general

N.J.S.A. 18A:26-1, -1.1,
-2 Citizenship of teachers, etc. ...
N.J.S.A. 18A:27-1 et seq. Employment and Contracts

RECRUITMENT, SELECTION AND HIRING (*continued*)

File Code: 4111/4211

Legal References (*continued*)

See particularly:

<u>N.J.S.A.</u> 18A:27-4.1	
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6:3-1.4	Local district responsibility for employment of staff
<u>N.J.A.C.</u> 6:3-1.5	Support residencies for regularly certified, inexperienced first-year principals
<u>N.J.A.C.</u> 6:3-1.6	Reporting and staffing of school districts
<u>N.J.A.C.</u> 6:3-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6:11-4.1 <u>et seq.</u>	Types of Certificates
<u>N.J.A.C.</u> 6:11-5.1 <u>et seq.</u>	Requirements for Instructional Certification
<u>N.J.A.C.</u> 6:11-8.1 <u>et seq.</u>	Exceptions for the Requirements for the Instructional Certificate
<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for Administrative Certification
<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education
<u>See particularly:</u>	<u>N.J.A.C.</u> 6A:7-1.4,-1.8
<u>N.J.A.C.</u> 6A:24-1.1 <u>et seq.</u>	<i>Urban Education Reform in the Abbott Districts</i>
<u>See particularly:</u>	<u>N.J.A.C.</u> 6A:24-1.4, 2.2,3.2, 3.3
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Manual for the Evaluation of Local School Districts (September 2002)

Cross References:

2131	Chief school administrator
4000	Concepts and roles in personnel
4111.1	Nondiscrimination/affirmative action
4112.2	Certification
4112.4	Employee health
4112.6	Personnel records
4112.8	Nepotism

4121	Substitute teachers
4222	Non-instructional aides
5120	Assessment of individual needs
6010	Goals and objectives

CHECKLIST FOR HIRING EMPLOYEES

(Certificated and Non-certificated)

NOTE: The Chief School Administrator shall establish criteria for each position.

1. Prepare vacancy notices as deemed appropriate, as possible, and as required by negotiated agreements. Preparation shall include but not be limited to:

- post in faculty room, custodial office, or business office
- advertise in newspaper(s)
- contact the Directors of Placement at local and distinguished colleges (e.g., NYU, Columbia, Rutgers)
- contact the office of the Bergen County Superintendent
- notify employment agencies
- network with regional and other school districts re availability of rified staff

2. Review this checklist and screening procedures with the Administrative Team. Inform secretarial staff of their roles (e.g. sorting resumes, answering telephone inquiries, *completing the Teacher Candidate Request List, mailing applications, setting up appointments, letter writing and reference forms).

3. Organize vacancy files to facilitate collation of resumes. Designate which supervisory staff shall conduct the initial screening of resumes.

*4. Select candidates for first interview with our principal or business administrator.

**5. Set up an interview schedule sheet and review interview procedures, questions and facts.

6. Conduct initial interviews.

7. Candidates recommended to Chief School Administrator for a second interview should have the following documentation:

- a letter of interest, resume, and the appropriate district application form *(all candidates)*
- a "Finalist Questionnaire" *(certificated candidates)*
- a request for Transcripts(s) and copies of relevant certificates if not already submitted
- promptly mailed written reference forms *(all candidates)*

**8. The Chief School Administrator shall review the initial Evaluation of Employment Interview forms and other available data.

9. The Chief School Administrator shall conduct a second interview.

*On occasion, the Chief School Administrator may choose to conduct the first interview.

10. Candidates assessed as potentially meeting the district's designated needs will be given a performance component as follows:
- **Certificated candidates** will be observed (either as an on-site visitation or as a demo lesson in Norwood).
 - **Non-certificated candidates** will perform a designated task (word process a specified letter/memo, reconcile a spreadsheet, correct a plumbing problem, etc.)
- **11. An administrator will conduct telephone reference checks for candidates whose performance screenings were deemed as potentially matching the requirements of the advertised position.
12. The CSA will direct the preparation of candidate packets for final administrative review:
- the desired candidate
 - recommended salary placement
 - a letter of interest, resume, and the appropriate district application form
 - Finalist Questionnaire (certificated candidates)
 - References (written and telephone, as possible)
 - transcript(s) and required certificates (certificated candidates)
 - all other considerations as required by law (e.g. criminal history check, proof of citizenship or eligible alien status)
13. Recommendations will be made by the Chief School Administrator to the Board of Education.
- **14. The "Salary Placement Agreement" form will be sent to the Business Office.
15. Voting, by the Board of Education will be in compliance with the law.
- **16. Hiring and non-hiring letters will be sent to interviewed candidates. Letters will not be required for candidates who were not interviewed.

** *District forms on file in Front Office*

Note: The Board of Education shall design and conduct its own screening process for the position of Chief School Administrator. As per policy 4111, the Board shall also have a role in the hiring of all other administrative personnel (i.e. principal and business administrator/board secretary) and may participate in a final interview of a candidate for faculty or staff.

Date: January 15, 1996
 Revised: April 23, 2009