

RECRUITMENT AND SELECTION

The Board of Trustees is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficient running of district operations.

(cf. 0100 - Goals for the School District)
(cf. 4000 - Concepts and Roles)
(cf. 4100 - Certificated Personnel)
(cf. 4200 - Classified Personnel)
(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 9000 - Role of the Board)

The Superintendent shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that employees are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidates for a position.

The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

RECRUITMENT AND SELECTION (continued)

Legal Reference:

EDUCATION CODE

- 200-262.4 *Prohibition of discrimination*
- 44066 *Limitations on certification requirement*
- 44259 *Teaching credential; exception; designated subjects; minimum requirements*
- 44735 *Incentive grants for recruiting teachers for low-performing schools*
- 44740-44741 *Personnel management assistance teams*
- 44750 *Teacher recruitment resource center*
- 44830-44831 *Employment of certificated persons*
- 44858 *Age or marital status in certificated positions*
- 44859 *Prohibition against certain rules and regulations re residency*
- 45103-45139 *Employment (classified employees)*
- 49406 *Examination for tuberculosis*
- 52051 *Academic Performance Index*

GOVERNMENT CODE

- 815.2 *Liability of public entities and public employees*
- 12900-12996 *Fair Employment and Housing Act, including:*
- 12940-12956 *Discrimination prohibited; unlawful practices*

UNITED STATES CODE, TITLE 8

- 1324a *Unlawful employment of aliens*
- 1324b *Unfair immigration related practices*

UNITED STATES CODE, TITLE 42

- 2000d-2000d-7 *Title VI, Civil Rights Act of 1964*
- 2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*
- 2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*
- 12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.101-35.190 *Americans with Disabilities Act*

COURT DECISIONS

- C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1*
- Management Resources:

WEB SITES

- California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>*
- Education Job Opportunities Information Network: <http://www.edjoin.org>*
- Teach USA: <http://www.calteach.org>*
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>*