

## **All Personnel**

BP 4111(a)

4211

## **RECRUITMENT AND SELECTION**

4311

The Board of Trustees desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

*(cf. 4000 - Concepts and Roles)*

*(cf. 4100 - Certificated Personnel)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she 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.

*(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)*

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)

### Recruiting Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation or housing subsidies. (Education Code 44735)

#### *Legal Reference:*

##### EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*  
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*  
44750-44754.5 *Regional teacher recruitment centers*  
44830-44831 *Employment of certificated persons*  
44858 *Age or marital status in certificated positions*  
44859 *Prohibition against certain rules and regulations re residency*  
45103-45138 *Employment (classified employees)*  
49406 *Examination for tuberculosis*  
52051 *Academic Performance Index*

##### GOVERNMENT CODE

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*

#### *Management Resources:*

##### CSBA PUBLICATIONS

*Maximizing School Board Leadership: Human Resources, 1996*

##### WEB SITES

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