

Certificated Personnel

Recruitment and Selection

The district shall employ the most highly qualified person available for each open position. The Governing Board directs the Superintendent or designee to develop recruitment and selection procedures which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin of a person seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(cf. 4111.1/4211.1/4311.1 - Affirmative Action)

District employment practices shall not discriminate against authorized aliens. Legally-required inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

Legal Reference: (See next page)

Recruitment and Selection (continued)

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects;
minimum requirements
44830 Employment of certificated persons
44830.5 Assignment of certificated employees to district;
ethnic ratio
44858 Age or marital status in employment positions
requiring certification qualifications
44859 Prohibition against certain rules and regulations re
residency

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative action employment programs

GOVERNMENT CODE

12900 Unlawful employment practices
12940 et seq. Discrimination prohibited; Unlawful
practices, generally

LABOR CODE

1420 Unlawful employment practices

TITLE VII, CIVIL RIGHTS ACT as amended by Title IX, Equal
Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986