

**RECRUITMENT AND SELECTION**

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

1. Assessment of the district's needs for specific skills, knowledge and abilities
2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position  
*(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)*
3. Dissemination of vacancy announcements to ensure a wide range of candidates
4. Screening procedures which identify the best possible candidates for interviews
5. Interview procedures which determine the best qualified candidate for recommendation to the Board

The Superintendent or designee shall recommend only those candidates who meet all qualifications established by law and the Board for the position. Nominations for employment shall be based upon screening devices, interviews, observations and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4032 - Reasonable Accommodation)*

District employment practices shall not discriminate against legal non-citizen residents. 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)*

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No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee, who shall present one candidate to the Board for approval.

*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*

12940-12956 *Discrimination prohibited; unlawful practices*

UNITED STATES CODE, TITLE 8

1324(a)(b) *Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

UNITED STATES CODE, TITLE 42

12101 *et seq. Americans With Disabilities Act*

2000d & 2000e *et seq. Title VI and Title VII, Civil Rights Act of 1964 as amended*

2000h-2 *et seq. Title IX, 1972 Education Act Amendments*

Policy

Adopted: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**

Brea, California