

RECRUITMENT AND SELECTION

A. Purpose and Scope

To provide guidance and direction for the Superintendent or designee to 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.

B. General

The Superintendent or designee shall develop recruitment and selection procedures.

C. Forms Used and Additional References

1. Job announcements and descriptions
2. Application for employment
3. Paper screening rating form
4. Interview rating form
5. Recommendation for employment
6. Reference check form

D. Procedure

Each candidate will:

1. submit the district application to the Human Resource Office and request the placement office to mail a copy of the candidate's recommendation file to the Human Resource Office. If placement file is not available, three letters of recommendation may be submitted.
2. submit a record of teaching and other work experience to the Human Resource Office. Beginning salary will be based on years of creditable service as well as training.
3. appear for a personal interview. In some cases a telephone interview may be conducted. Candidates will rarely be considered if an interview is not possible.
4. submit evidence of meeting the certification requirements of the state for the position.

Employment Practices

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The District will employ the most highly qualified person available for each open position.

1. Criteria to be utilized in screening of teacher applicants (not in priority order)
 - a. Previous positive teaching experience when verified by reference checks or demonstrated within district, e.g., substitute/volunteer work.
 - b. Flexibility in credentialing, e.g., ability to work in regular or bilingual classroom, multiple credentialing providing flexibility in assignments (secondary and elementary school credentials, special education credential, etc.)
 - c. Neatly prepared resumes shall be required of all candidates - professionally prepared resumes shall not be weighted more heavily than those prepared by the candidate - content of resume is most important.
 - d. References:
 - 1) shall be evaluated as they relate to a candidate's ability to be successful in a specific teaching assignment.
 - 2) current references shall be weighted most heavily.
 - e. Neatly prepared District application shall be required.
 - f. Candidate's grades as reflected on an official transcript shall be considered in the screening process - upper division units in professional preparation to teach shall be weighted most heavily.
 - g. Candidates shall possess or be eligible for specified California teaching credential required within the assignment for which they have applied.
 - h. Consideration should be given to those candidates who express a willingness to accept responsibility in other school/community related activities, e.g., after-school sports, club assignments, related community youth activities. (Present District application form provides space for candidates to indicate such interest).
 - i. All candidates shall be given equal consideration for interview - local candidates shall not automatically receive an interview based on their

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residence within the community. All candidates shall compete on an equal basis.

2. Interview/Employment Procedures

- a. Interview process must be consistent in all interviews - questions shall be related as closely as possible to the certificated positions(s) for which the candidate is interviewing.
- b. A record of questions asked of all candidates shall be kept on file in the Human Resource Office.
- c. Upon invitation to interview, candidates shall be notified of the position(s) for which they are being interviewed.
- d. The District's current policy of assigning candidates to the classroom prior to the Board's action to officially employ is acceptable and necessary if the educational process is to remain as uninterrupted as possible. Candidates will be provided a written statement affixed to the contract of employment indicating that the contract shall not be final nor binding but subject to the:
 - 1) review of references and transcripts;
 - 2) passage of CBEST if required to secure a credential;
 - 3) possess or qualify for appropriate teaching credential; and
 - 4) approval of the board of trustees through nomination by the superintendent.
- e. Candidate Rating Sheets shall be completed by each team member on each candidate interviewed and kept on file in the District Human Resource Office and treated as a confidential document.
- f. Prior to interview of candidates, the Human Resources office shall develop a list of questions designed to indicate success in the specific assignment for which the interview team has been gathered. Candidate Rating Sheets, based on specific responses to interview questions, shall be completed by the interview team. These Rating Sheets, along with appropriate reference checks, shall be utilized in determining the most desirable candidate.
- g. The Associate Superintendent/Human Resources shall recommend to the Superintendent, candidates for employment. The Superintendent shall

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nominate candidates for employment to the Board of Trustees at any regular or special board meeting.

- h. In those cases where certificated employment recommendations are a part of the Board's consent calendar, Board members shall receive through update information with respect to number of candidates who applied, number of candidates interviewed, and names of individuals serving on the interview committee.
- i. The Board shall be informed of District recruitment procedures including advertising and attendance out of District at colleges, universities, conferences, etc.

3. Interview Team

- a. Associate Superintendent/Human Resources or other District office administrator, when possible.
- b. Building principal when possible.
- c. Teacher representatives when possible.
- d. Affirmative Action Committee representative when possible.
- e. Community/parent representative with selected certificated positions.
 - 1) Applications and resumes shall not be provided to interview committee members. Other materials considered to be of a confidential nature shall be available to administrative personnel completing the paper screening of candidates, e.g. transcripts, personal letters of reference, performance evaluation etc.
 - 2) Prior to conducting interviews, the interview team shall be told that the Board of Trustees of the Tracy School District believes in the confidentiality of the interview process. All interview team members are required to treat information on individual candidates in the strictest of confidence. In addition to verbally indicating the need for confidentiality, a written statement with respect to same shall be provided to team members.

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4. Recruitment

- a. The District believes that a shortage of fully-credentialed teachers is imminent. Therefore, creative methods need to be utilized in order to recruit the most competent teaching personnel to the Tracy School District, e.g., advertisements in conference programs, maintaining contacts with college and university personnel.
- b. The District believes that recruitment within the State of California and out-of-state must be pursued aggressively. It is appropriate for District personnel to recruit in those locations where large numbers of available candidates can be found.
- c. The closing dates for receipt of applications on advertised teaching positions are open until acceptable candidate(s) can be found.

E. Reports Required

None

F. Record Retention

Candidate's job application file

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources and Board of Education

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

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- 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

CALIFORNIA ADMINISTRATIVE CODE, 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