

**RECRUITMENT AND SELECTION**

The Governing Board desires to employ the most highly qualified person available for each open position.

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.

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;
3. Dissemination of vacancy announcements to ensure a wide range of candidates;
4. Screening procedures which identify the best possible candidates for interviews; and
5. Interview procedures which determine the best qualified candidate for recommendation to the Board.

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.

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.

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 References:**

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

**RECRUITMENT AND SELECTION (Continued)**

44830.5	Assignment of certificated employees to district; ethnic ration
44858	Age or marital status in employment positions requiring certification qualifications
44859	Prohibition against certain rules and regulations re residency