

**Administrative Procedures for Policy #6030 (Personnel) of the Board of Education
Regarding the Hiring of Professional and Classified Personnel**

I. Process

- A. The Department of Human Resources shall be responsible for coordinating the hiring of all Calvert County Public Schools (CCPS) personnel.

II. Guidelines

A. Position Vacancy

1. In the case of a vacancy created by promotion, transfer, resignation, leave of absence (LOA), or retirement, the Director of Human Resources or designee will:
 - a. Verify the action that created the vacancy; and
 - b. Verify the continuation of the funding source, including grant-funded positions, by contacting the Superintendent's designee responsible for the area in which the vacancy exists and the Department of Finance.
2. In the case of a vacancy created by the addition of new position, the Director of Human Resources or designee will:
 - a. Verify the approval of the position by Superintendent or designee; and
 - b. Verify the funding source of the new position by contacting the Superintendent's designee responsible for the area in which the vacancy exists and the Department of Finance.

B. Vacancy Posting

1. The Department of Human Resources will post all vacant positions.
2. In the case of classified vacancies:
 - a. Vacancies are posted for six (6) work days.
 - b. Postings are specific to each vacancy.
3. In the case of professional vacancies:
 - a. Vacancies are posted for ten (10) work days.
 - b. Usually a general posting for anticipated vacancies is completed, unless there is a specific need.

C. Application Process

1. Applicants for a position with the Calvert County Public Schools must file a written application with the Department of Human Resources. Upon a written or oral request, application forms will be provided to anyone

interested in a position. Requests should be made to the Department of Human Resources. Applications are also available and may be completed online. A completed application becomes a part of the employee's permanent personnel record. No one will be considered to have made application unless the required forms are completed and are on file with the Department of Human Resources.

2. The application form must be completed by the applicant in detail, omitting no sections.
3. Reference forms will be available to each applicant. It will be the responsibility of the applicant to select a minimum of three people of their choice to complete and return the reference forms to the Department of Human Resources. Those should be the same references that are listed on the application. The applicant should include his/her last employer if he/she has previous experience.
4. Administrative applicants must submit a minimum of three (3) letters of reference as indicated above.
5. An applicant who does not receive an immediate appointment is responsible for keeping his/her application up-to-date. Unless the applicant requests a renewal, applications are moved to inactive status:
 - a. Professional Applications: November 1 of each school year following the filing of the application
 - b. Classified Applications: June 1 of each year following the filing of the application or one year from date of application
6. Processing of the application by the Department of Human Resources
 - a. The completed and signed application is received.
 - b. Evaluation of applicant for desired position (transcripts required for professional applications)
 - c. Verification of all employment
 - d. Three (3) of four (4) references must be received for an applicant to be considered for a position, including references from the most recent employer(s).

D. Screening Process

1. Applicant files are reviewed by the appropriate Director, Supervisor, Principal, Vice Principal and/or Coordinator.
2. Selected applicants must meet job requirements, including certification and licensure. The Human Resources Department, in conjunction with the direct supervisor, will ensure that applicants meet all requirements specified in the job posting.
3. Current CCPS classified employees are guaranteed an opportunity to interview for transfer to another position provided they meet all job requirements.

E. Interview Process

1. All interviews are scheduled by the Department of Human Resources.
2. A minimum of two administrators serving as interviewers is required. All candidates for a specified vacancy must be interviewed by the same administrators.
3. Non-administrative employees attending the interviews may not rate candidates.
4. The interview is based on a prepared set of questions asked of all candidates. Follow-up questions for the purpose of clarification and elaboration may be asked.
5. Interviewers must refrain from giving candidates any indication about their relative strength or performance as compared to other interviewees.
6. Interviews for administrative positions will be conducted by members of the Executive Team and the Director of Human Resources. These interviews will include a timed, monitored writing assignment following its preliminary interviews; the screening committee will forward a ranking of candidates to the Superintendent. The Superintendent will submit a final recommendation for appointment to the Board of Education.
 - a. For Principals, Directors, Supervisors, and Coordinators: The screening committee will forward a ranking of the candidates to the Superintendent. The direct supervisor will be given the opportunity to confer with the Superintendent prior to the Superintendent making a final recommendation to the Board of Education.
 - b. For Vice Principals: The top scoring applicants, based on the number and types of openings, (i.e. Elementary, Secondary) will be interviewed by the appropriate director(s) and principal(s). The direct supervisor will be given the opportunity to confer with the Superintendent prior to the Superintendent making a final recommendation to the Board of Education.
 - c. Deans: The Human Resources Director and a member of the Executive Team will review all applications to make certain that required credentials have been submitted. Principals and appropriate directors will interview candidates from the pool of available applicants. The Superintendent will determine assignments for current CCPS employees. If the selected candidate is new to CCPS, the Superintendent will make a final recommendation to the Board.

F. Hiring Process

1. Interviewers submit to the Department of Human Resources all interview documents including applicant files, interview rating sheets, and a memorandum recommending employment of the best candidate. In addition, interviewers submit to the Department of Human Resources a copy of questions and writing tasks or performance assessments used in the interview process.

2. Prior to offering employment, the Department of Human Resources will pre-screen the selected candidate using the Maryland Judiciary Case Search and the National Sex Offender Registry and will determine initial employment eligibility.
3. All offers of employment are tendered by the Human Resources Director or designee.
4. The Department of Human Resources notifies selected administrators once a candidate has accepted or declined the job offer.
5. In the case of professional vacancies, the Superintendent nominates applicants for appointment by the Board of Education.
6. In the case of classified vacancies, the Superintendent appoints new hires.
7. New hires must successfully complete intake prior to beginning employment.
8. The Human Resources Department issues a photo ID badge to be worn by employees when on duty.
9. Completed paperwork is processed by the Department of Human Resources and distributed to the employee, appropriate administrators and the Department of Finance.

G. Non-Discrimination

1. In accordance with Policy 1118 Regarding Discrimination, the Calvert County Public School System does not discriminate in matters affecting employment.
2. Any complaint or allegation of discrimination in the hiring process should be reported pursuant to Policy #1118 (Administration) of the Board of Education Regarding Discrimination in Calvert County Public Schools and its associated procedures.