

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**SERIES 4000: PERSONNEL**  
**POLICY 4325**

**HIRING OF CERTIFIED STAFF**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the employee's race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

To help our students develop an awareness of the talents, leadership, and cultures of non-Caucasian groups, the Administration shall make a special effort to recruit and employ representatives of all races.

A variety of academic backgrounds, broad geographical representation and gender diversity are to be sought in the selection of professional staff.

A balance is to be maintained in the employment of beginning and experienced teachers.

Recruitment: Candidates for consideration are to be selected from existing files in the Personnel Office, from area college and university placement offices and from the District's on line application software.

Legal Reference:  
Connecticut General Statutes §10-151

ADOPTED BY THE BOARD OF EDUCATION: May 10, 2016  
Replaces Board Policies GB1, GB2 and GB3

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Series 4000:**  
**PERSONNEL**  
**Policy R- 4375.25**

**Darien Public Schools**  
**Hiring Process for Building Level Certified Staff**

Each interviewing position will have an Interview Chairperson designated by the Superintendent.

1. The Interview Chairperson will contact HR who will coordinate with the DEA and DAA Presidents for the purpose of screening resumes. HR will communicate with the Interview Chairperson in a timely fashion for the names of those members participating in the resume screening.

Resume Screenings will be conducted (at a minimum) by:

- a. 2 administrators (including the Interview Chairperson);
  - b. 1 -2 members of the DEA; Teachers will have access to Applitrack via the HR Office.
2. An initial screening interview shall be conducted by the Interview Chairperson and at least one other administrator. All internal candidates shall be interviewed at this time.

At the conclusion of the screening interview, the Interview Chairperson will establish a date for the full interview committee and forward the names of successful candidates to HR. HR will contact the DEA and DAA Presidents in a timely fashion in order to gather names for the representatives who will sit on the Full Interview Committee.

3. The Full Interview Committee will consist of the following:
  - a. The Interview Chairperson and at least one other administrator;
  - b. Two teachers selected by the leadership of the DEA;
  - c. Parents from the PTO, selected by their leadership, may also be included at the discretion of the Interview Chairperson .
4. The Full Interview Committee will recommend appropriate candidates for a demo lesson. At this time, the Interview Chairperson will schedule the demo lesson and the recommendation meeting of the Full Interview Committee that follows. All members of the Full Interview Committee (excluding PTO members) may view the demo lesson. Every effort will be made to have the Assistant Superintendent view the demo lesson.

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5. At the recommendation meeting, the Full Interview Committee will select candidate(s) that will be recommended to Central Administration. The candidate(s) names will be forwarded by the Interview Chairperson to HR, who will schedule the final interview at Central Administration. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.
  
6. Prior to submission to the BOE, HR will notify the Interview Chairperson of the name of the final candidate to be put on the BOE agenda. The Interview Chairperson will notify all members of the Full Interview Committee.

ADOPTED BY THE BOARD OF EDUCATION: May 10, 2016  
Replaces Board Policies GB1, GB2 and GB3

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**Darien, Connecticut**

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**Series 4000:**  
**PERSONNEL**  
**Policy R 4375.50**

**Darien Public Schools**  
**Hiring Process for District and Building Level Administrative Staff**

Each interview position will have an Interview Chairperson designated by the Superintendent. All scheduling will be facilitated by the HR office. Resume screenings will be conducted by the Interview Chairperson and such other administrators and teachers as the Interview Chairman shall deem appropriate.

1. An initial screening interview shall be conducted by the Interview Chairperson and at least one other administrator. All qualified internal candidates shall be interviewed at this time.

At the conclusion of the screening interview, the Interview Chairperson will establish a date for the Full Interview Committee and forward the names of successful candidates to HR. HR will contact the DEA and DAA Presidents in a timely fashion in order to gather names for the representatives who will sit on the Full Interview Committee.

2. The Full Interview Committee will consist of (at least) the following:
  - a. The Interview Chairperson and at least one other administrator Selected by the DAA Leadership;
  - b. The Assistant Superintendent;
  - c. The Director of Human Resources;
  - d. Two teachers selected by the leadership of the DEA;
  - e. 1-2 parents from the PTO, selected by their leadership (Contacted by HR);
  - f. Secretarial/Custodial representative may also be included at the discretion of the Interview Chairperson.
3. The Full Interview Committee will recommend appropriate candidates for a demo lesson, if appropriate. At this time, the Interview Chairperson will schedule the demo lesson and the recommendation meeting of the Full Interview Committee that follows. All members of the Full Interview Committee (excluding PTO members) may view the demo lesson. The Assistant Superintendent for Curriculum and Instruction should view the demo lesson, if possible.

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4. At the recommendation meeting, the Full Interview Committee will select candidate(s) that will be recommended to Central Administration. The candidate(s) names will be forwarded by the Interview Chairperson to HR, who will schedule the final interview at Central Administration. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.
  
5. Prior to submission to the BOE, HR will notify the Interview Chairperson of the name of the final candidate to be put on the BOE agenda. The Interview Chairperson will notify all members of the Full Interview Committee.

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