

**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 8 calendar days.
 - b. Postings are specific to each vacancy.
3. In the case of professional vacancies:
 - a. Vacancies are posted for 14 calendar 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 complete an electronic application with the Department of Human Resources. Upon a written or oral request, candidates will be provided assistance in

completing the electronic application process. Requests should be made to the Department of Human Resources. 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 electronic forms are completed and are on file with the Department of Human Resources.

2. The electronic application ~~form~~ must be completed by the applicant in detail, omitting no sections.
3. Reference forms will be available to each applicant through the electronic application process. It will be the responsibility of the applicant to select a minimum of three people of their choice to complete and submit 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) references 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 applies for an additional position, applications are moved to inactive status after positions are filled.
6. Processing of the application by the Department of Human Resources
 - a. The completed electronic application is submitted.
 - b. Evaluation of applicant for desired position (transcripts required for professional applications)
 - c. Verification of all employment
 - d. Three (3) 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:
 - a. meet all job requirements; and
 - b. are eligible to apply for the position based on the voluntary transfer agreements from the current Negotiated Agreement.

E. Interview Process

1. All interviews are scheduled by the Department of Human Resources, unless an administrator has completed the interview scheduling training process provided 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 or Supervisor of Human Resources. These interviews may include a writing assignment, performance, and/or a prepared presentation in addition to the interview questions.
7. 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 administrators. 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 or Supervisor and a member of the Executive Team will review all applications to make certain that required credentials have been submitted. Principals and appropriate administrators will interview candidates from the pool of available applicants.

F. Hiring Process

1. Interviewers enter all interview ratings into the electronic application system after interviews have been completed.
2. The administrator will recommend the highest rated candidate using the electronic system.
3. Prior to offering employment, the Department of Human Resources will:

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- a. Review the submitted interview scores to ensure that the highest rated candidate is selected for the position.
 - b. Utilize the Maryland Judiciary Case Search and the National Sex Offender Registry on the selected candidate to determine initial employment eligibility.
4. All offers of employment are tendered by the Human Resources Director or designee.
5. The Department of Human Resources notifies selected administrators once a candidate has accepted or declined the job offer.
6. In the case of professional vacancies, the Superintendent nominates applicants for appointment by the Board of Education.
7. In the case of classified vacancies, the Superintendent appoints new hires.
8. New hires must successfully complete intake prior to beginning employment.
9. The Human Resources Department issues a photo ID badge to be worn by employees when on duty.
10. 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.