



Oxnard Union High School District

SECTION 4000 PERSONNEL

BOARD POLICY BP 4111/4211/4311

RECRUITMENT AND SELECTION OF CERTIFICATED AND CLASSIFIED SUPERVISORY PERSONNEL

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision mission and goals.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 4000 - Concepts and Roles)
- (cf. 4100 - Certificated Personnel)
- (cf. 4200 - Classified Personnel)
- (cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

- (cf. 4112.61/4212.61/4312.61 - Employment References)

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

- (cf. 2230 - Representative and Deliberative Groups)

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.22 - Staff Teaching English Language Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
35035 Responsibilities of superintendent
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects; minimum requirements
44750 Teacher recruitment resource center
44830-44831 Employment of certificated persons
44858 Age or marital status in certificated positions
44859 Prohibition against certain rules and regulations re: residency
45103-45139 Employment (classified employees)
49406 Examination for tuberculosis

GOVERNMENT CODE

815.2 Liability of public entities and public employees
6250-6276.48 Public Records Act
12900-12996 Fair Employment and Housing Act, including:
12940-12957 Discrimination prohibited; unlawful practices

HEALTH AND SAFETY CODE

53570-53574 Teacher Housing Act of 2016

LABOR CODE

432.3 Salary information

UNITED STATES CODE, TITLE 5

552 Freedom of Information Act

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related employment practices

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

WEB SITES

California County Superintendents Educational Services Association: <http://csesa.org/recruit>

California Department of Education: <http://www.cde.ca.gov>

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Adopted: 05/18/16; Revised: 04/20/22



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [ASSISTANT SUPERINTENDENT]

First Round Interview Panels

- Consist of 12 panel members.
- Administrative interview panel participants will be selected during the time of advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- The Superintendent and a minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Stakeholders' Input

- The Superintendent's Office, assisted by Human Resources, will collect information from parents, students, classified staff and certificated staff.
- This information will also serve as the basis for possible interview questions used at different levels of the selection process.
- Stakeholder input will be provided to the interview panel the day of the interview.

First Round Panel Interviews

- Interview questions will be crafted to reflect the mission, vision and values of the District, and provide opportunity for candidates to express their alignment with such.
- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members, and will emphasize:
 - District expectations derived from the Board and District Goals.
 - The duties of the vacant position and the qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - District stakeholders' aspirations for the successful candidate.
 - How to use the rating sheet and the scoring process
 - The importance and legal guidelines of confidentiality about the interview activities and references.

Assistant Superintendent Committee Composition	Number	Upon recommendation from:
Assistant Superintendent		Facilitator - Does Not Score
Certificated or Classified or Para OFTSE	1	OFTSE
Campus Supervisor CSEA	1	CSEA
Certificated or Classified or Para Staff	4	Executive Cabinet
Parent	2	Parent Advisory Groups: DELAC/BAA-EAC/ AFPI-EAC/School Site Council/PTA
Certificated/Classified Management	4	Executive Cabinet
Total	12	

First Round Panel - Interview Scoring

- Panel members will individually score each candidate on each question.
- After each interview, all score sheets will be collected and tallied in front of all panel members.
- Each candidate interviewed will be initially ranked by score
- The panel will discuss the rationale behind the scores for each candidate
- Candidate scores may be adjusted by panel members based on the discussion
- Panel members will identify any adjusted candidate scores to the entire panel
- Panel members will come to consensus on the Final Ranking of each candidate
- Candidate Final Ranking will determine the candidates recommended to the Final Round Panel

Final Round Panel

- Executive cabinet (Superintendent and Assistant Superintendents)
- Each candidate will be asked questions related to the job assignment
- Presentation (Superintendent's discretion):
 - Each applicant shall have at least 24 hours, once notified of their status in the final round, to prepare a presentation based on a problem of practice in the District
 - The presentation will be reviewed during the final round.

Reference Checks

- The Human Resources Division will contact references and record information using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates from further consideration.

Determination of Finalist

- The determination shall be made by the Superintendent on the basis of the following:
 - The results of the First Round interview
 - The results of the Final Round interview
 - The results of the Presentation in the Final Round (if applicable).
 - The information received from the reference checks.

Presentation of Finalist to the Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round candidates, and shall make a recommendation for employment to the Board of Education.

Board of Education

- The Board of Education will consider approval and appointment of the Finalist.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [PRINCIPAL]

First Round Interview Panels

- Consist of 24 panel members (1/3 from the site; 1/3 from other sites; 1/3 from the district)
- Administrative interview panel participants will be selected during the time of advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectations that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Stakeholders' Input

- The Superintendent's Office, assisted by Human Resources, will collect information from parents, students, classified staff and certificated staff at the school.
- This information will also serve as the basis for possible interview questions used at different levels of the selection process.
- Stakeholder input will be provided to the interview panel the day of the interview.

First Round Panel Interviews

- Interview questions will be crafted to reflect the mission, vision and values of the District, and provide opportunity for candidates to express their alignment with such.
- Two Panel Format: Technical (12 members) and Interpersonal (12 members); 24 Members Total
- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.
- Training will emphasize:
 - District expectations derived from the Board and District Goals.
 - The duties of the vacant position and the qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - School stakeholders' aspirations for the successful candidate.

- How to use the rating sheet and the scoring process
- The importance and legal guidelines of confidentiality about the interview activities and references.

Technical Committee Composition Principal	Number	Upon recommendation from:
Assistant Superintendent		Facilitator - Does Not Score
Certificated or Classified OFTSE	1	OFTSE
Campus Supervisor CSEA	1	CSEA
Certificated or Classified or Para Staff	6	Executive Cabinet
Parent	2	Parent Advisory Groups: DELAC/BAA-EAC/ AFPI-EAC/School Site Council/PTA
Certificated/Classified Management	2	Executive Cabinet
Total	12	

Interpersonal Committee Composition Principal	Number	Upon recommendation from:
Assistant Superintendent		Facilitator - Does Not Score
Certificated OFTSE	1	OFTSE
Classified or Para OFTSE	1	OFTSE
Certificated or Classified or Para Staff	6	Executive Cabinet
Parent	2	Parent Advisory Groups: DELAC/BAA-EAC/ AFPI-EAC/School Site Council/PTA
Certificated/Classified Management	2	Executive Cabinet
Total	12	

First Round Panel - Interview Scoring

- Panel members will individually score each candidate on each question.
- First round panel members will be informed of any current Principal transfer candidates who will be placed in the second round.
- After each interview, all score sheets will be collected and tallied in front of all 24 panel members.
- Each candidate interviewed will be initially ranked by score
- The 24 person panel will discuss the rationale behind the scores for each candidate
- Candidate scores may be adjusted by panel members based on the discussion
- Panel members will identify any adjusted scores to the entire panel
- Panel members will come to consensus on the Final Ranking of each candidate
- Candidate Final Ranking will determine the candidates recommended to the Final Round Panel

Final Round Panels

- Executive cabinet (Superintendent and Assistant Superintendents)
- Each candidate will be asked questions related to the job assignment
- Presentation (Superintendent's discretion):
 - Each applicant shall have at least 24 hours, once notified of their status in the final round, to prepare a presentation based on a problem of practice in the District
 - The presentation will be reviewed during the final round,
 - Current Principals who apply for a job posted at another site will be placed in the Final Round Panel interview

Reference Checks

- The Human Resources Division will contact reference and record information using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates for further consideration.

Determination of Finalist

The determination shall be made by the Superintendent on the basis of the following:

- The results of the First Round interview.
- The results of the Final Round interview
- The results of the Presentation in the Final Round (if applicable).
- The information received from the reference check.

Presentation of Finalist to the Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round candidates and shall make a recommendation for employment to the Board of Education.
- The Superintendent may recommend the transfer of current Principals to the Board during the final selection and appointment of new Principals

Board of Education

- The Board of Education will consider approval and appointment of the Finalist.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [ASSISTANT PRINCIPAL]

As Assistant Principal vacancies become available, current Assistant Principals will be given an opportunity to apply for a transfer into the existing vacancy.

Interview Panels

- Consist of ten panel members.
- Administrative interview panel participants will be selected during the time of advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

First Round Panel Interviews

- Interview questions will be crafted to reflect the mission, vision and values of the District, and provide opportunity for candidates to express their alignment with such.
- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.
- Training will emphasize:
 - District expectations derived from the Board and District Goals.
 - The duties of the vacant position and the qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - School stakeholders' aspirations for the successful candidate.
 - How to use the rating sheet and the scoring process
 - The importance and legal guidelines of confidentiality about the interview activities and references.

Assistant Principal Committee Composition	Number	Upon recommendation from:
Assistant Superintendent		Facilitator - Does Not Score
Certificated or Classified or Para O/TSE	1	O/TSE
Campus Supervisor CSEA	1	CSEA
Certificated or Classified or Para Staff	5	Executive Cabinet
Parent	1	Parent Advisory Groups: DELAC/BAA-EAC/ AFPI-EAC/School Site Council/PTA
Certificated/Classified Management	2	Executive Cabinet
Total	10	

First Round Panel - Interview Scoring

- Panel members will individually score each candidate on each question.
- First round panel members will be informed of any current Assistant Principal transfer candidates who will be placed in the second round.
- After each interview, all score sheets will be collected and tallied in front of all panel members.
- Each candidate interviewed will be initially ranked by score
- The panel will discuss the rationale behind the scores for each candidate
- Candidate scores may be adjusted by panel members based on the discussion
- Panel members will identify any adjusted scores to the entire panel
- Panel members will come to consensus on the Final Ranking of each candidate
- Candidate Final Ranking will determine the candidates recommended to the Final Round Panel

Final Round Panel

- Executive cabinet (Superintendent and Assistant Superintendents)
- Each candidate will be asked questions related to the job assignment
- Presentation (Superintendent's discretion):
 - Each applicant shall have at least 24 hours, once notified of their status in the final round, to prepare a presentation based on a problem of practice in the District
 - The presentation will be reviewed during the final round panel.
 - Current Assistant Principals who apply for a job posted at another site will be placed in the Final Round Panel interview

Reference Checks

- The Human Resources Division will contact reference and record information using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates for further consideration.

Determination of Finalist

- The determination shall be made by the Superintendent on the basis of the following:
 - The results of the First Round interview.
 - The results of the Final Round interview
 - The results of the Presentation in the Final Round (if applicable).
 - The information received from the reference checks

Presentation of Finalist to the Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round candidates and shall make a recommendation for employment to the Board of Education.
- The Superintendent may recommend the transfer of current Assistant Principals to the Board during the final selection and appointment of new Assistant Principals

Board of Education

- The Board of Education will consider approval and appointment of the Finalist.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [DIRECTOR AND COORDINATOR]

Interview Panels

- Consist of ten panel members.
- Administrative interview panel participants will be selected during the time of advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

First Round Panel Interviews

- Interview questions will be crafted to reflect the mission, vision and values of the District, and provide opportunity for candidates to express their alignment with such.
- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.
- Training will emphasize:
 - District expectations derived from the Board and District Goals.
 - The duties of the vacant position and the qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - School stakeholders' aspirations for the successful candidate.
 - How to use the rating sheet and the scoring process
 - The importance and legal guidelines of confidentiality about the interview activities and references.

Director/Coordinator Committee Composition	Number	Upon recommendation from:
Assistant Superintendent		Facilitator - Does Not Score
Certificated OFTSE	1	OFTSE
Classified or Para OFTSE	1	OFTSE
Certificated or Classified or Para Staff	4	Executive Cabinet
Certificated/Classified Management	4	Executive Cabinet
Total	10	

First Round Panel - Interview Scoring

- Panel members will individually score each candidate on each question.
- First round panel members will be informed of any current Assistant Principal transfer candidates who will be placed in the second round.
- After each interview, all score sheets will be collected and tallied in front of all panel members.
- Each candidate interviewed will be initially ranked by score
- The panel will discuss the rationale behind the scores for each candidate
- Candidate scores may be adjusted by panel members based on the discussion
- Panel members will identify any adjusted scores to the entire panel
- Panel members will come to consensus on the Final Ranking of each candidate
- Candidate Final Ranking will determine the candidates recommended to the Final Round Panel

Final Round Panel

- Executive cabinet (Superintendent and Assistant Superintendents)
- Each candidate will be asked questions related to the job assignment
- Presentation (Superintendent's discretion):
 - Each applicant shall have at least 24 hours, once notified of their status in the final round, to prepare a presentation based on a problem of practice in the District
 - The presentation will be reviewed during the final round panel.
 - Current Assistant Principals who apply for a job posted at another site will be placed in the Final Round Panel interview

Reference Checks

- The Human Resources Division will contact references and record information using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates for further consideration.

Determination of Finalist

The determination shall be made by the Superintendent on the basis of the following:

- The results of the First Round interview.
- The results of the Final Round interview
- The results of the Presentation in the Final Round (if applicable).
- The information received from the reference checks.

Presentation of Finalist to the Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round candidates and shall make a recommendation for employment to the Board of Education.

Board of Education

- The Board of Education will consider approval and appointment of the Finalist.