

RECRUITING AND HIRING

Overview

The Board of Education should recruit, select, and employ the best qualified candidates available. Consideration should be given to professional preparation and educational achievements, prior professional experience, character, and the District's needs. The Board should be committed to recruiting and hiring the best qualified candidates available while striving to develop a diverse work force.

Through its employment policies, the Board of Education will attempt to attract, secure, and retain the best qualified personnel available. The selection program will be based upon finding candidates who will devote themselves to the education and welfare of the children attending the public schools.

Recruiting procedures shall enable the District to seek qualified candidates from a variety of sources, including present staff. Any current employee of the District may apply for any position for which she/he meets certification and other stated requirements.

The Board adheres to the practice of recruiting and hiring personnel without regard to religion, creed, race, color, marital status, national origin, sex, or disability.

It will be the duty of the Superintendent of Schools to see that persons nominated for employment in the schools meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination. No person shall be considered employed until a resolution to that effect has been approved by the Board.

The quality of an education program is highly dependent on the abilities and dedication of its instructional, non-instructional and supervisory staff. The elements discussed below should be part of the district's personnel program.

Recruitment and Hiring of Instructional Staff

The Board may take several steps to ensure that it has the greatest recruitment opportunities:

The Assistant to the Superintendent for Instruction and Personnel should become acquainted with the relevant labor pools. S/he should maintain close working relationships with colleges and universities with training programs known to produce quality candidates. S/he should establish contacts with relevant professional associations.

The hiring process for instructional and administrative staff should be developed with the understanding that it could require several months before a new employee is selected and offered a position, depending on the nature of the position and the current job market. A thorough review process for all positions should be required, including careful documentation and verification of claimed credentials and required licenses.

Instructional Personnel

The process for the hiring of Instructional Personnel is as follows:

1. The District shall accept a letter of application and a resume for all (including full-time and part-time substitutes) positions.
2. It is understood that a professional staff will be recruited from a wide spectrum of sources.
3. Records shall be kept which permit the Board to review all applications and interview data.
4. Based on the resume', applicants will be selected by the Assistant to the Superintendent to complete a writing sample.
5. Those applicants who by resume' and writing sample appear to meet the District's standards will be interviewed by the Assistant to the Superintendent for Instruction and Personnel.
6. Candidates who qualify for further review after the initial interview will be scheduled for a demonstration lesson to be observed by a team of administrators who will also interview the candidate after the demonstration lesson.
7. Finalists will be interviewed by the Superintendent who will recommend appointments to the Board of Education for approval.
8. Prior to the Superintendent's recommendation to the Board, the Assistant to the Superintendent will verify references and background information.
9. All persons interviewed shall be notified in writing of the status of their application.
10. Substitute teachers (per diem, floating, and long-term assignments) shall be informed that s/he is a substitute and paid according to the terms and conditions of the North Merrick Faculty Association or agreed upon terms of employment.

Administrative Personnel

The process for the hiring of Administrative personnel is as follows:

1. The Superintendent in consultation with the Board will establish criteria to be used to evaluate candidates.
2. The Superintendent will prepare a notice for describing the vacant position. Notice will be posted as well as placed in the New York Times "Week in Review" section.
3. The Superintendent will conduct the initial paper review and then identify candidates to be interviewed.

4. The Superintendent will conduct initial interviews and select candidates to be interviewed by an administrative committee.
5. The Administrative Committee will further narrow the field of candidates to be interviewed by a parent/staff committee.
6. Selected candidates will meet with a parent/staff committee who will provide feedback to the Superintendent regarding impressions of the candidates.
7. Based on the recommendations of the Administrative Committee and feedback from the Parent/Staff Committee, the Superintendent will select finalists to be interviewed by the Board of Education. The Board will be provided with all background information - resume', reference checks, proof of certification.
8. The Superintendent will make a recommendation to the Board.
9. The Superintendent will promptly notify the selected candidates after Board approval and seek acceptance, and promptly inform the rejected applicants.

Recruitment and Hiring of Support Staff

The recruitment and hiring of non-instructional support staff is governed by the Civil Service Law. Such staff fall within the classified civil service, which is further divided into the competitive class, the non-competitive class, the labor class, and the exempt class.

Competitive Class: An appointment or promotion to a permanent position in the competitive class can be made only by selection of one of the three highest ranking persons from an appropriate eligible list who is willing to accept such an appointment or promotion. Most clerical positions, for example, are in the competitive class. The local civil service authority sets minimum qualifications, administers the competitive examination (i.e., an examination which results in the ranking of all candidates) and establishes a list of eligible applicants ranked according to examination score and other credits, from which appointments must be made. When an appointment to a competitive class position is needed, the District notifies the local civil service authority.

If there is no eligibility list or are fewer than three names on such list, a provisional appointment may be made pending the results of a competitive examination. The individual must meet the minimum qualifications for the position. A provisional appointment may not exceed nine months.

Temporary appointments to competitive class positions may be made: (a) on an emergency basis for up to three months; (b) to replace a permanent appointee who is on leave for the length of the leave; or (c) when a position is expected to exist for less than six months. If the temporary appointment will not exceed three months, the appointment may be made without regard to existing eligibility lists although the individual must meet the minimum qualifications for the position. A temporary appointment for a three to six-month period may be made by selecting a person from the eligibility list without regard to that person's standing on that list. Any appointment expected to extend beyond six months must be made in the same manner as a permanent competitive class appointment.

If the school district wishes to create a new civil service position or reclassify an existing position, the District must submit a proposal, including a statement of the duties of the position, to the local civil service authority. The local authority must furnish a certificate stating the appropriate civil service title for the position. Any such new position may be created, or existing position reclassified only with the title approved and certified by the local authority.

Non-competitive class: Non-competitive class positions require non-competitive examinations. For example, candidates for bus driver positions must be licensed by the New York State Department of Motor Vehicles before they may be approved as school bus drivers. Minimum qualifications for non-competitive positions are set by the local civil service authority. Districts may appoint persons to non-competitive class positions only after the local civil service authority has determined that the candidate meets the established qualifications.

Labor class: These positions include all unskilled laborers employed by school districts, such as cleaners and food service helpers. There are no required qualifications for these positions and districts may appoint anyone who is able to perform the duties of the position.

Exempt class: The qualifications for exempt class positions are set by the District; not the local civil service authority. School districts can set whatever qualifications they deem appropriate. As such, school districts have complete discretion in making appointments to such positions. Examples of these positions are school district clerks and school district treasurers.