

Salinas City Elementary School District

Certificated Personnel

Regulation #4111

RECRUITMENT AND SELECTION OF NEW EMPLOYEES

Recruitment

Dissemination of Job Announcements:

When SCESD determines the number of new teaching positions estimated to be available during the next school year, job announcements for all anticipated positions will be disseminated to as many sources as possible so as to attract a large pool of qualified applicants.

- The dissemination of job announcements may include placement centers, newspapers, publications related to special credentials, and the Internet.
- Job Fairs/Career Day: The district will send representatives to colleges and universities to participate in Career Day activities. The district will establish employment booths at conferences which attract potential bilingual teachers or other teachers with special credentials.

Selection Procedures:

1. Standard Application Form: The Personnel Office provides a standard application form to be completed by all candidates in accordance with directions accompanying the form. The Personnel Office will do all correspondence on inquiries and will send all application forms and other printed matter, which includes a letter describing the procedures in handling application to the prospective applicants. All applicants and letters of inquiry for certificated positions shall be directed to the Personnel Office
2. Completed Applications: Completed applications returned to the Personnel Office will be date stamped and recorded in a log. Applications will be reviewed to ensure that the applicants have the appropriate credential or are eligible for an appropriate credential. Applications from candidates will then be forwarded to the appropriate Director based on the requirements of the vacancy.
3. Interview:
 - a. During the interview process, no inquiry shall be made with regard to the marital status, age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment.
 - b. The Director of Bilingual Education, Pupil Personnel Services or State and Federal Programs will establish a screening/interview committee for the purpose of paper screening applications and conducting interviews of certificated applicants for openings at school sites or departments. The Director of the department conducting the screening and interview shall schedule the interview. Whenever possible, the interviews shall be scheduled to accommodate the candidates.

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- c. The Personnel Office will notify the appropriate Director of current vacancies so that candidates being recommending can be referred for a second interview at the school site (s) and will assist the principal with on-site visitations by candidates.
 - d. Teacher candidates are interviewed at the school site. Teachers from the site may participate in the on-site interview.
 - e. The site principal will make the final recommendation to the Director of Personnel. The principal does not tell the candidate whether or not they are being recommended for the position.
 - f. The Director of Personnel reviews the recommendation from the building principal and schedules a final interview.
 - g. The Director of Personnel makes the final decision. An offer of employment which includes the anticipated salary of the teacher is made. A written Training Plan for BCLAD teachers-in-training including time-lines is completed. A tentative school site and grade level placement are included at that time whenever possible.
 - h. In some circumstances it may be necessary to fill a vacancy with a substitute until a qualified candidate is available.
 - i. Because of short timeliness it may be necessary to hire a certificated person without a committee or a referral to the site thus superseding b.-e. above. In such cases, the Director of Personnel or his/her designee will interview and make the final decision. However, every effort is made to include the site principal in the process. All applications received are available for review by the site administrator.
4. The District interviews qualified applicants on an ongoing basis so as to have a pool of qualified applicants for contracted positions as they become available.
 5. The Director of Personnel interviews on an ongoing basis for substitute teachers.
 6. After interviews and final reference checks, the Director of Personnel will make an offer of employment and review the offer of employment with the candidate. The Board of Education will ratify employment.

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7. Personnel File: A personnel file for each certificated person hired either as a substitute or as a contracted teacher shall be maintained in the Personnel Office. New certificated employees shall be responsible for providing the following information:
1. Completed application form.
 2. Current and appropriate teaching credential.
 3. Employee's Withholding Exemption Certificate (Form W-4).
 4. Official transcripts.
 5. Certificate of good health. (The date of issuance stamped upon the teaching credential will be accepted in lieu of the actual health record if an examination has been made, within the past year for credential purposes.
 6. State Teacher's Retirement System Form F68.
 7. Certificated Personnel for County Office, (Duplicate)
 8. T.B. Clearance.
 9. Oath of Allegiance.
 10. Child Abuse Statement.
 11. Other forms as may be required.