



PERSONNEL – CERTIFICATED EMPLOYEES

BOARD POLICY – RECRUITMENT AND SELECTION

BP 4111

The County Board of Education and County Superintendent of Schools are committed to employing suitable, qualified individuals to effectively carry out the SBCEO's vision, mission, and goals.

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

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

The SBCEO'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.

The County Superintendent of Schools 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.

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

The County Superintendent of Schools or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. The Superintendent or designee 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 the applicant is applying. (Labor Code 432.3)

Incentives

With County Superintendent of Schools or designee approval and in accordance with SBCEO needs, the SBCEO may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 200-262.4
Ed. Code 35035
Ed. Code 44066
Ed. Code 44259

Ed. Code 44750
Ed. Code 44830-44831
Ed. Code 44858
Ed. Code 44859
Ed. Code 45103-45139
Ed. Code 49406
Gov. Code 12900-12996
Gov. Code 12940-12957
Gov. Code 6250-6276.48
Gov. Code 815.2
H&S Code 53570-53574
Lab. Code 432.3

Description

[Prohibition of discrimination](#)
Powers and duties of the superintendent; transfer authority
Limitations on certification requirements
Teaching credential, exception; designated subjects; minimum requirements
Teacher recruitment resource center
Employment of certificated persons
Age or marital status in certificated positions
Prohibition against certain rules and regulations re: residency
Employment (classified employees)
Examination for tuberculosis
Fair Employment and Housing Act
Discrimination prohibited; unlawful practices
Public Records Act
Liability of public entities and public employees
Teacher Housing Act of 2016
Salary information

Federal

20 USC 1681-1688
28 CFR 35.101-35.190
34 CFR 106.51-106.61

42 USC 12101-12213
42 USC 2000d-2000d-7
42 USC 2000e-2000e-17
5 USC 552
8 USC 1324a
8 USC 1324b

Description

Discrimination based on sex or blindness, Title IX
Americans with Disabilities Act
Nondiscrimination on the basis of sex in employment in education program or activities
Equal opportunity for individuals with disabilities
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended
Freedom of Information Act
Unlawful employment of aliens
Unfair immigration related employment practices

Management Resources

CCSESA Publication

Court Decision

Website

Website

Website

Website

Website

Website

Website

Description

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017
C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1
[California County Superintendents Educational Services Association](#)
[Commission on Teacher Credentialing](#)
[Education Job Opportunities Information Network](#)
[Teach USA](#)
[U.S. Department of Education](#)
[U.S. Equal Employment Opportunity Commission](#)
[California Department of Fair Employment and Housing](#)

ADOPTED BY COUNTY BOARD: November 3, 2022
REVISED: