



## PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

### BOARD POLICY – RECRUITMENT AND SELECTION

BP 4311

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.

Recruitment and selection processes and procedures for classified employees shall be consistent with personnel commission rules.

When a certificated management 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.

During final 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.

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**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: