

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000
PERSONNEL

POLICY 4350

HIRING OF NON-CERTIFIED STAFF

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Superintendent of Schools shall be responsible for appointments to all positions of employment within the Darien Public Schools, which do not require a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes §10-220

ADOPTED BY THE BOARD OF EDUCATION; May 10, 2016
REVISED: November 14, 2023

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Darien Public Schools
Hiring Process for Non-Certified Staff

Each interviewing position will have an Interview Chairperson, who shall be designated by the Director of Human Resources. The Interview Chairperson will screen resumes.

1. Interviews shall be conducted by the Interview Chairperson and such other staff as the Interview Chairperson may appoint. All internal candidates shall be interviewed.
2. The Interview Committee will select candidate(s) to recommend for a final interview at Central Office.
3. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.
4. The Interview Chairperson will notify all unsuccessful candidates and forward all paperwork from the Committee to HR.

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