

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY 4325

HIRING OF 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. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

The Superintendent of Schools shall be responsible for appointments to all other positions requiring a certificate issued by the State Board of Education.

Legal Reference:
Connecticut General Statutes §10-151

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

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Series 4000
PERSONNEL

Policy 4325

Darien Public Schools
Hiring Process for Certified Staff

A. Each interviewing position for teacher will have an Interview Chairperson designated by the Superintendent.

1. The Interview Chairperson will screen resumes electronically and conduct an initial screening interview. All internal candidates should be interviewed at this time.
 - a. 2. At the conclusion of the screening interview, the Interview Chairperson will establish a date for the Full Interview Committee which will be comprised of the following members: The Interview Chairperson and at least one other administrator;
 - b. Two teachers with knowledge of the content for which the teacher is being hired.
2. The Full Interview Committee will recommend appropriate candidates for a demo lesson. At this time, the Interview Chairperson will schedule the demo lesson and the recommendation meeting of the Full Interview Committee that follows. All members of the Full Interview Committee (excluding PTO members) may view the demo lesson. Every effort will be made to have the Assistant Superintendent view the demo lesson.
3. At the recommendation meeting, the Full Interview Committee will select candidate(s) that will be recommended to Central Administration. The candidate(s) names will be forwarded by the Interview Chairperson to HR, who will schedule the final interview at Central Administration. 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.

B. Each interviewing position for building and district-level administrator will have an Interview Chairperson designated by the Superintendent.

1. The Interview Chairperson will screen resumes electronically and conduct an initial screening interview with at least one other administrator. All internal candidates should be interviewed at this time.

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2. At the conclusion of the screening interview, the Interview Chairperson will establish a date for the Full Interview Committee which will be comprised of the following members:

- c. The Interview Chairperson and at least one other administrator to be chosen in consultation with the DAA;
- d. At least two teachers chosen by the DEA.
- e. The Director of Human Resources.
- f. Parent representatives may also be included at the discretion of the Interview Chairperson.

3. The Full Interview Committee will select candidates who will be recommended to the Central Administration for a final interview and performance task. 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.

C. The interview process for Cabinet level positions will be determined by the Superintendent in consultation with the Chair of the Board of Education.

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