

SALEM SCHOOL DISTRICT  
Salem, Connecticut

PERSONNEL – CERTIFIED

RECRUITMENT AND SELECTION

The Board of Education shall maintain an effective recruitment program to attract, secure, and hold the highest qualified personnel for all certified and support staff positions. All District teachers teaching in a core academic subject area, as defined in the No Child Left Behind Act, must be determined to be “highly qualified”. The recruitment program shall seek candidates who will devote themselves to the education and welfare of the children attending Salem School.

The responsibility of the Superintendent of Schools is to identify and recommend personnel needs of the School District and to recruit and appoint suitable candidates. The Superintendent is authorized by the Salem Board of Education to appoint and employ all certified employees (with the exception of administrative personnel), consistent with state law. (*Refer to Salem School District’s Human Resources – Employment Procedures for an outline of the steps to be followed for employment recruitment/selection.*)

Each candidate will:

1. submit evidence of meeting the certification requirements of the state,
2. submit an official college transcript,
3. submit a resume and other work experience based upon years of creditable service,
4. appear, unless unusual hardship prevents, for a personal interview, and
5. submit all other documentation as required.

RESIGNATIONS:

The Superintendent is authorized to accept resignations from employees on behalf of the School District. The Superintendent shall report all such resignations at the next regular meeting of the Salem Board of Education.

Legal Reference: Connecticut General Statutes: 10-145 Certificate necessary to employment. 10-151 Employment of teachers. 10-153a to 10-153n Rights concerning professional organization and negotiations. 10-220 Duties of Boards of Education (as amended by PA 98-252).

Policy Adopted: January 12, 1999  
Revised Policy 1<sup>st</sup> Reading: January 5, 2009  
Revised Policy Adopted: January 20, 2009  
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