

SALEM SCHOOL DISTRICT  
Salem, Connecticut

PERSONNEL – NON-CERTIFIED

RECRUITMENT AND SELECTION

The Salem Board of Education shall maintain an effective recruitment program to attract, secure, and hold the highest qualified personnel for all non-certified positions. The recruitment program shall seek candidates who will devote themselves to the education and welfare of the children attending Salem School.

It shall be the duty of the Superintendent to see that persons employed shall meet all qualifications established by law and by the Salem Board of Education for the type of position for which appointment is made. The Superintendent is authorized by the Salem Board of Education to appoint and employ all non-certified employees (with the exception of administrative personnel). (*Refer to [Salem School District's Human Resources – Employment Procedures](#) for an outline of the steps to be followed for employment recruitment/selection.*)

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.

(cf. 4111.1 Affirmative Action)

Legal Reference: Connecticut General Statutes: 46A-60 Discriminatory employment practices prohibited. Title VII, Civil Rights Act, 42 U.S.C. 2000e, et. seq.

Policy Adopted: March 9, 1999  
Revised Policy 1<sup>st</sup> Reading: January 5, 2009  
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