

Policies

Westerly Public Schools Personnel Assignment & Selection

No. 4145

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Preface

It is the policy of Westerly Public Schools to recruit, hire and retain highly effective personnel. It shall be the responsibility of the Superintendent to hire personnel in accordance with the procedures set forth in this policy, and to ensure that all hired personnel are both the most qualified and likely to be effective to meet student need. This policy applies to the selections and assignment of all personnel other than the Superintendent.

General Background

A position may become available through the creation of a new position or when a current employee vacates the position for reasons of retirement, resignation, promotion, discharge, or death. The available position is hereafter referred to as a "vacancy." In the case of bargaining unit positions, Westerly Public Schools (hereafter "District") shall first seek to fill a vacancy from among current employees, including those who have served as long-term substitutes ("internal candidates"). If no meritorious candidate can be identified, however, the District will then invite candidates not currently employed to apply ("external candidates").

This Policy describes the selection and assignment of employees filling three types of positions: (1) "Principals" are the building-level administrators at each school; (2) "School-specific" personnel are teachers, paraprofessionals, athletic coaches, instructional or administrative aides, and other bargaining unit personnel assigned to individual schools but excluding Principals; and (3) "Non-school-specific" personnel are administrators other than Principals and all bargaining unit personnel who are not assigned to individual schools.

Principals shall be responsible for recommending to the Superintendent the hiring of candidates to fill vacant School-specific positions. The Superintendent shall make the selection of Principals and all other administrators, and of all Non-school specific personnel; in addition, the Superintendent shall hire, at the recommendation of Principals, all School-specific personnel.

Process for Selection and Assignment

1. School Specific Positions (other than Principals)

The District will first invite current employees from within the bargaining unit and those who have served as a long-term substitute to apply to fill the vacancy. If no internal candidate is hired, the District will invite external applicants to apply. External postings shall be sufficiently disseminated and advertised beyond the District and the Westerly community to ensure that applicants from a broad geographic region are invited to apply. The postings will set forth, at a minimum, the (i) certifications and requirements, including any specialized training or particular skills, required or preferred for the position; and (ii) a clear deadline for the submission of applications and supporting materials.

The postings will direct persons interested in filling the vacant position to present evidence of qualifications and effectiveness to the Principal. This evidence may include any data

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demonstrating that the candidate is the most qualified and likely to be effective to meet student need. It may include, without limitation, a candidate's academic background and education, certification(s), training, experience, demonstrated professional responsibility, job performance as reflected in evaluations and references, relevant supporting documents, and evidence of effectiveness, if applicable, as reflected in student growth and work.

If internal candidates are seeking the position, a team comprised of administrators and bargaining unit members may review and rank the candidates in order of expected effectiveness, to present to the Principal and assist in his or her review. If external applicants are sought, the Director of Human Resources, or designee, will screen all external applicants to ensure that they meet minimum eligibility requirements. The Principal shall not be required to review the applications of any candidates not meeting the minimum eligibility requirements.

The Principal shall review the applications and make a meaningful assessment to determine which candidate is most qualified and likely to be effective to meet student need in his or her building. In the instance of an internal candidate, the Principal may exercise his or her discretion to conduct an interview, but in the case of external candidates, the Principal shall in all instances conduct an interview. If conducted, the interviews will follow a consistent format for all candidates with a written set of questions, which may or may not be provided to the candidate in advance. The Principal may require that applicants demonstrate their proficiency through presentation of a sample lesson or class.

At the conclusion of the interviews (if conducted), the Principal, in consultation with the school improvement team, will select a candidate to recommend to the Superintendent for approval.

If the Principal concludes that two or more internal candidates are equally qualified and likely to be effective to meet student need, then the Principal will recommend the candidate who has greater seniority, as that term is defined in the collective bargaining agreement.

The Superintendent shall review the recommendation of the Principal and may consult with him or her to discuss the recommendation. If the Superintendent is not satisfied that the recommended candidate is appropriate for the position, then the Superintendent may request to review other non-recommended applicants or call for re-advertising of the position.

2. Principals and Non School-Specific Positions

If a position is within a collective bargaining unit, the District will first invite current employees to apply to fill the vacancy. If no internal candidate is hired, the District will invite external applicants to apply. For Principal and other administrative positions, the District will post vacancies both internally and externally. External postings shall be

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sufficiently disseminated and advertised beyond the District and Westerly community to ensure that applicants from a broad geographic region are invited to apply.

The postings will set forth, at a minimum, the (i) certifications and requirements, including any specialized training or particular skills, required or preferred for the position; and (ii) a clear deadline for the submission of applications and supporting materials.

The postings will direct persons interested in filling the vacant position to present evidence of qualifications and effectiveness to the Superintendent. This evidence may include any data demonstrating that the applicant is the most qualified and likely to be effective to meet student need. It may include, without limitation, an applicant's academic background and education, certification(s), training, experience, job performance as reflected in evaluations and references, relevant supporting documents, and evidence of effectiveness, if applicable, as reflected in student growth and work.

If internal applicants are seeking a bargaining unit position, then a team of administrators and bargaining unit members may review and rank the candidates in order of expected effectiveness, to present to the Superintendent and assist in his or her review.

If the position is for a Principal or other administrative position, or if external applicants are sought for a bargaining unit position, the Director of Human Resources, or designee, will screen all applicants to ensure that they meet minimum eligibility requirements. The Superintendent shall not be required to review the applications of any candidates not meeting the minimum eligibility requirements.

The Superintendent shall review the applications and make an assessment to determine which candidate is most qualified and likely to be effective to meet student need. In the instance of an internal candidate, the Superintendent may exercise his or her discretion to conduct an interview, with or without a team that he or she designates, but in the case of external candidates, the Superintendent shall in all instances conduct an interview. If conducted, the interviews will follow a consistent format for all candidates with a written set of questions, which may or may not be provided to the candidate in advance. The Superintendent may require that applicants demonstrate their proficiency through presentation of a sample lesson or class.

At the conclusion of the interviews (if conducted), the Superintendent shall select the candidate to fill the vacancy who is most qualified and likely to be effective to meet student need. In the case of a bargaining unit position, if two or more internal candidates are equally qualified and likely to be effective to meet student need, then the Superintendent will select the candidate who has greater seniority, as that term is defined in the collective bargaining agreement.

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In the event that the Superintendent is not satisfied that any of the candidates are appropriate for the position, the Superintendent may call for re-advertising of the position.

3. Nepotism:

For employment and assignment of personnel, an immediate family member of the Supervisor shall not be employed so as to directly report to said Supervisor. One immediate family member shall have no direct responsibility of a supervisory nature over another family member.

For the purpose of this policy, immediate family member shall be defined as, but not limited to, mother, father, spouse, son, daughter, son-in-law, daughter-in-law, sister, brother, mother-in-law, father-in-law, sister-in-law or brother-in-law of the employee.

Legal References

- R.I. Gen. Laws § I 6-2-9(a) (general powers and duties of school committees)
- R.I. Gen. Laws § 16-2-11 (a) (general powers and duties of superintendent)
- R.I. Gen. Laws § 16-2-11.1(a) (general powers and duties of school principals)
- Rhode Island Board of Education, The Basic Education Program at § 1.4.2(B)

Adopted: June 20, 2007
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