

Liberty Union High School District

Administrative Regulation

Classification: All Personnel

Policy No. **AR 4111/4211/4311**

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Effective 2/26/92

Subject: Recruitment and Selection

Revised 11/20/13

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficient running of district operations.

(cf. 0100 - Goals for the School District)
(cf. 4000 - Concepts and Roles)
(cf. 4100 - Certificated Personnel)
(cf. 4200 - Classified Personnel)
(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 9000 - Role of the Board)

The Superintendent shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that employees are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

Screening Procedure:

When a position vacancy is known or anticipated, the Superintendent shall determine the need and qualifications for the position. The following steps will then be followed by the Superintendent's office or human resource office, in selecting candidates for formal interview:

1. Valid transfer requests shall be reviewed.
2. The current applicant file shall be reviewed.
3. Establishment of an appropriate interview committee.
4. Candidates recommended by the committee responsible for screening applicants will be invited to participate in the oral interview. An applicant must have a complete file including application and references to be considered.
5. The oral interview committee will be given application packet of each candidate, a set of questions to be asked, and rating sheets. The committee will be asked to rank the candidates in order of priority. This ranking may either be by each individual committee member or the committee as a group based upon directions given prior to the interview.

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6. Following all interviews, the committee members may discuss candidates before making recommendations. Such review, discussion, and recommendations will be confidential.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

Selection, Processing, and Assignment:

1. When the finalists for a position have been identified, the Superintendent's office, or designee, will contact and interview those references who would have had the greatest opportunity to observe the candidates.
2. The Superintendent and the Governing Board may interview candidates. Generally, the Superintendent will interview candidates and submit a recommendation to the Governing Board. If, after a thorough recruitment and screening process, the Superintendent is not confident in a recommendation, he/she or the personnel office will be directed to declare the position open and a new search for candidates will be undertaken.
3. No person will be appointed without formal approval of the Governing Board.
4. When a final recommendation is approved, the Superintendent's office or human resource office will contact the candidate to obtain acceptance of a tentative offer of employment.
5. All candidates who were not selected will be notified by the human office or designated department as soon as the position has been filled.
6. The salary, step and column placement of newly elected personnel will be determined by Board policy and/or Collective Bargaining Agreement.
7. Employment is subject to possession of valid, appropriate credentials for the assignment and may be subject to the passing of a physical examination.
8. Special effort will be made to interview candidates who are in unrepresented categories as indicated by the current annual affirmative action report.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Recruitment Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies. (Education Code 44735)

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Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects; minimum requirements
44735 Incentive grants for recruiting teachers for low-performing schools
44740-44741 Personnel management assistance teams
44750 Teacher recruitment resource center
44830-44831 Employment of certificated persons
44858 Age or marital status in certificated positions
44859 Prohibition against certain rules and regulations re residency
45103-45139 Employment (classified employees)
49406 Examination for tuberculosis

GOVERNMENT CODE

815.2 Liability of public entities and public employees
12900-12996 Fair Employment and Housing Act, including:
12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
Education Job Opportunities Information Network: <http://www.edjoin.org>
Teach USA: <http://www.calteach.org>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>