San Bernardino County Superintendent of Schools
Policy 4011

RECRUITMENT AND SELECTION

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

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.

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

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.

(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)
(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)
(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Approved: September 15, 1994
Revised: November 6, 2012
Revised December 4, 2012

Date Approved 12/6/12

Gary S. Thomas, Ed.D.
County Superintendent of Schools
San Bernardino County, California

By Gary S. Thomas