

## PERSONNEL

### Recruitment and Selection

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.

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.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee, with the exception of the appointment of the Superintendent.

*(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)*

*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*

*52051 Academic Performance Index*

*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>*

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