

RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

I. Statement of Policy

The quality of an education program is highly dependent on the abilities and dedication of its staff. The Board of Education (the Board) seeks to recruit, select, and employ the most qualified candidates available. Consideration is given to professional preparation and educational achievements, prior professional experience, general cultural background, character and the Waterville Central School District's (the District) needs. The Board is committed to recruiting and hiring the best qualified candidates available while striving to develop a diverse workforce. No positions can be filled unless the Superintendent and the Board of Education concur on the appointment.

II. Recruitment of Instructional Staff

- A. The Superintendent or designee should become acquainted with the relevant labor pools. For certified positions, they should maintain a close working relationship with colleges and universities with teacher training programs known to produce quality candidates.
- B. Lines of communication should be established with Building Principals and Personnel Directors in adjacent districts, as well as with other employers with similar positions.
- C. Contact should be developed with professional associations which periodically advertise position vacancies. The readership of local newspapers, periodicals and other forms of media should also be investigated for potential job applications.
- D. Care should be taken, however, to avoid any action that could appear to encourage a prospective employee to default on obligations to another school district or employer.

III. Hiring of Instructional Staff

- A. The hiring process must be thorough and well-documented, including:
 - 1. Verification of claimed credentials, certifications, and required licenses.
 - 2. Comprehensive reference checks from previous employers and colleagues.
 - 3. Interviews conducted by a diverse panel, when applicable, to ensure fair and objective evaluation.
 - 4. Consideration of demonstrated effectiveness and potential for professional growth.

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- B. The Superintendent or designee will promptly notify the selected candidate and seek acceptance, and promptly inform the unsuccessful applicants. The Board may reserve the right to conditional employment upon completion of pre-employment requirements (e.g. physical examination, fingerprint clearance, certification requirements).

IV. Non-Instructional Staff

The success of the support services program is highly dependent on the quality and abilities of those employed to carry out this mission. Recruitment and hiring of support staff is governed by Civil Service Law. Candidates for competitive class positions must pass a civil service examination and appear on the eligible list provided to the school district by the Oneida County Personnel Department. Non-competitive and labor class positions shall be filled based on qualifications, experience and job-specific criteria.

V. Vacancies and Promotions

The staff will be notified of vacancies and openings in accordance with the appropriate collective bargaining agreement.

Waterville Central School District

Legal Ref: NYS Education Law §§3001, 3004, 3006, and 3008; NYS Civil Service Law §§23, subdivision 4-a and 63; 8 NYCRR Parts 30 and 80

Adopted: 01/26/16

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