BP-4111 (a)

# CERTIFIED STAFF RECRUITMENT AND SELECTION

It shall be the responsibility of the superintendent to determine the personnel needs to carry out the goals of the district and of the individual schools, and to locate suitable candidates to recommend for employment.

Recruitment procedures shall be consistent with board policy, pertinent negotiated agreements and Alaska statutes.

The district shall employ the most highly qualified person that will be the best fit for each open position. The Superintendent, with the Human Resources Director, and/or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified staff members for all positions, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are needed.

2. Development of job descriptions, which accurately portray the position, including federal requirements that a teacher be highly qualified in accordance with federal and state law.

3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.

4. Screening procedures, which will identify the best possible candidates for interviews.

5. Interview procedures, which will determine the best-qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of the negotiated agreement.

BP-4111 (b)

# CERTIFIED STAFF RECRUITMENT AND SELECTION

**Note:** A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute AS 14.20.022. Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teacher's retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under AS 14.20.022.

**Note:** AS 14.20.020 requires coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. Effective June 30, 20217, AS 14.20.020 also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification. AS 14.20.035 requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to traditions and cultures represented in the student population. This is not a local hire preference.

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience that indicates a sensitivity to the traditions and cultures represented in the student population, as required by law.

The District's recruitment and selection procedures shall comply with all applicable requirements of state and federal anti-discrimination laws.

All regular vacancies within the school district shall be advertised. Exceptions to this policy may be made in cases of emergency when such exception does not conflict with any negotiated agreement currently in effect.

A regular vacancy is defined as a budgeted position contemplating regularly scheduled hours of employment for a period of more than ninety working days, which the administration has declared vacant.

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board selects someone to fill the position.

BP-4111 (c)

# CERTIFIED STAFF RECRUITMENT AND SELECTION

The Board recognizes that the district encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

*Cf: BP-4030, Nondiscrimination in Employment*

*Legal Reference:*

*ALASKA STATUES*
*14.08.111 Duties (Regional School Boards)*
*14.14.090 Additional Duties*
*14.20.022 Subject-matter Expert Limited Teacher Certificate*
*14.20.035 Evaluation of Training and Experience*
*14.20.100 Unlawful to Require Statement of Religious or Political Affiliation*
*14.20.110 Penalty for Violation of AS 14.20.100*

*ALASKA ADMINISTRATIVE CODE*
*6 AAC 30.810 Employer Records*
*6 AAC 30.840 Retention of Records*

*UNITED STATES CODE, TITLE 8*
*1324(a)(b) Immigration and Nationality Act, as Amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

*UNITED STATES CODE, TITLE 20*
*§ 1119 No Child Left Behind Act of 2001, P.L. 107-110*

*CODE OF FEDERAL REGULATIONS, TITLE 8*
*274(a) Control of Employment of Aliens*

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