BP-4311 (a)

ADMINISTRATIVE 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 and Alaska statutes.

The district shall employ the most highly qualified person that will be the best fit for each open position. The Superintendent 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, and recommendations from previous employers.

All regular vacancies within the school district shall be advertised. Exceptions to this policy may be made in cases of emergency.

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.

BP-4311 (b)

ADMINISTRATIVE STAFF ECRUITMENT AND SELECTION

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. The Board's selection of all employees is required for all contracts, whether an initial contract, a contract for subsequent school years, or an extra duty contract.

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

Adoption Date: December 18, 2017
Revised: September 17, 2018
Reviewed: February 24, 2025