PROFESSIONAL AND SUPPORT STAFF HIRING POLICY

INTRODUCTION

The State of Rhode Island has placed responsibility for the hiring, retention and assignment of administrative and instructional staff with the Superintendent of Schools ("Superintendent") and the Lincoln School Committee ("Committee"). The Rhode Island Department of Education ("RIDE") has enacted the Basic Education Program Regulation ("BEP") which provides mandatory criteria for hiring, retention and assignment of instructional staff. The BEP requires the Lincoln School District ("District" or "LEA") to select and retain only the most highly effective staff and to base assignments on student need and qualifications. RIDE has determined that the management of the Human Capital System is "essential to the mission of implementing a statewide system of public education."[1]

The Town of Lincoln School Committee believes that the race, color, religion, sex, national origin, disability, or age should not serve as a barrier to his or her equal opportunity for employment. No practices or conditions shall exist which adversely affect the employment opportunities of entire groups of people. The Superintendent and Committee will select and retain only the most highly effective staff and an applicant's race, color, religion, sex, national origin, disability, or age shall not serve as a barrier to employment.

The Superintendent and site-based administrators have a statutory responsibility to comply and implement state law as well as the Department of Education's rules and regulations.[2] The Superintendent may delegate his/her duties under this policy to a designee to act in his/her place.

OBJECTIVE

The continuous improvement of student learning shall be the primary reference point for all decision-making regarding personnel assignment and evaluation. In

[1] BEP G-15-1.2(c).

[2] R.I.G.L. 16-2-9(3),(14),(15) ,16-2-11(a)(4) and 16-2-11.1

order to effectively meet these functions, the LEA shall maintain control of its ability to recruit, hire, manage, evaluate, and assign its personnel"[3] to ensure the selection and hiring of highly qualified, effective, certified staff that best meets the needs of students.

The District shall regard a highly qualified, effective applicant as one who fulfills all Federal, State and District laws, rules, regulations and requirements for the position.

A. Appointment of Principals.

Pursuant to R.I. Gen Laws 16-2-11(a)(6) the Superintendent or designee shall directly appoint principals for each public school within the District at levels of compensation in accordance with the District's compensation policy.

B. Appointment of Administrators and other Personnel not assigned to individual schools.

Pursuant to R.I. Gen Laws 16-2-11(a)(7) the Superintendent or designee shall directly appoint all other non-school site administrators and other personnel at levels of compensation in accordance with the District's compensation policy.

C. Appointment of School Site Personnel other than Principals.

Pursuant to R.I. Gen Laws 16-2-11.1 the Superintendent or designee shall consider appointment of all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the school sites, consistent with district personnel policies, collective bargaining agreements, and based upon the recommendation of the relevant site based administrator.

School Principals' recommendations for appointment shall be consistent with this staff hiring policy, as well as other relevant policies and protocols established by the School Committee and protocols as established by the Superintendent or designee.

D. Reporting Appointments to the School Committee.

[3] BEP G-15-2.2(a).

The Superintendent or designee shall report all appointments to the School Committee on a monthly basis.

E. Template Contract and Compensation

In furtherance of this policy, the Superintendent shall submit template employment contracts to the School Committee from time to time, for its approval. Such employment contracts as applicable, shall be utilized by the Superintendent when appointing personnel in the District. The Superintendent is explicitly authorized to execute said contracts for initial hiring and renewals of employment on behalf of the District[4] and such contracts shall be valid and binding as if entered into by vote of the Committee.

Additionally, the Superintendent shall set levels of compensation and benefits consistent with this Hiring Policy and the District Compensation Policy. All postings will include a salary range not to exceed the amount budgeted for the position unless otherwise approved by the Lincoln School Committee.

[4] R.I. Gen Laws 16-2-9(a)(14),(18),(23).

DISTRICT HIRING PROTOCOL

I. General

Every position in the District, which in the judgment of the Superintendent or designee, must be filled to meet the needs of the District, shall be filled by a candidate with the knowledge and skills that best matches the needs of the District.

Recruitment may be directed both to those not currently employed by the District and to those currently employed by the District in other positions. Consideration of internal and external candidates may allow the District to place the most effective and experienced staff in the locations and position where they are most needed in compliance with State and Federal Law as well as the BEP.[5]

Consistent with applicable law, regulation, and terms of applicable collective bargaining agreement (if any), all applicants shall be given appropriate consideration when filling vacant positions. The Superintendent or designee is the responsible authority for appointment of all such personnel.

a. Advertising for Position

All posted vacancies which do not result in appropriate applicants from the Lincoln School Department's staff, may be made available to be filled by appropriate public instrumentalities such as advertising in a paper of general circulation and or placement instrumentalities through the internet or placement agencies or through other outreach efforts.

b. Applications, Descriptions & Postings

Upon approval of the Superintendent or designee, the District Human Resources Department shall promulgate appropriate form applications and job descriptions, including functional job descriptions, and job postings (where appropriate) for each position in the District.

[5] BEP G-15-2.2(b)(1), see also Commissioner of Education Letter to Superintendents dated October 20, 2009 re: Basic Education Program Regulations and Seniority Based Teacher Assignments.

A Lincoln School Department application shall be deemed to be complete upon receipt of a letter of application, a resume, college transcripts, Rhode Island Certification, and/or equivalent, three letters of reference, a criminal background check (as deemed necessary by the District), and a completed application form.

Candidates shall send a letter of interest for each vacant position for which they wish to be considered whether their application is currently active.

Any candidate who is a current resident of the Town of Lincoln and meets the qualifications of a publicly advertised position shall be given consideration for such vacancy in the Lincoln School Department. Such consideration does not entitle the candidate to an interview for a position.

II. Screening Committee For Appointment Of School Principals And Administrators And Other Personnel Not Assigned To Individual Schools

A screening committee appointed by the Superintendent or designee consisting of at least one parent, one staff member, one member of the SIT team who is not employed in the District, and an administrator who may be the successful candidate's immediate supervisor, will screen the applications and conduct candidate evaluations under the directions of the Superintendent or designee, using guidelines established by the Superintendent or designee, for each vacant position.

Candidate evaluations may include interviews site visits, background checks, and any other method of candidate evaluation considered appropriate by the Superintendent or designee. If the Superintendent or designee requests the screening committee to conduct candidate interviews, all interview questions must be approved by the Superintendent or designee prior to being used in an interview setting.

As an outcome of any interviews, the presiding administrator shall prepare a brief narrative, summarizing the strengths and weaknesses of each candidate. This narrative must be aligned with the initial directives and guidelines established by the Superintendent or designee and charged to the screening committee prior to the interviewing process.

Any certified staff member utilized as a member of the screening committee will be selected from a pool of volunteers maintained by the principal. Certified staff members will be selected by a lottery from volunteers. The Superintendent or designee will conduct the lottery.

The parent member of the screening committee will be selected from a pool of volunteers maintained by the principal. Parent volunteers will be selected from the Parent Organization membership. If a vacancy occurs at a school for which no parent volunteer is available, a volunteer from another school may be selected. The lottery will be conducted by the Superintendent or designee.

In schools where no Parent Organization exists, the principal will formulate a list of parents who are active volunteers in school activities and events. These parents will serve as the volunteer pool for the hiring process.
Alternatively, the Superintendent or designee may, at his/her discretion, elect to employ a district wide hiring procedure as follows:

- The Superintendent or designee will select the appropriate number of district-wide teams to conduct the initial candidate evaluations.
- The teams will be comprised of principals, parents and teachers and may include a central office administrator(s)/Director(s)
- Parents and teachers shall be selected from the school volunteer pools where vacancies exist.

The Superintendent or designee shall also conduct additional interviews, site visits, background checks, and any other method of candidate evaluation considered appropriate by the Superintendent or designee.

If the Superintendent or designee concludes that the candidate(s) do not possess the qualities required by the District, the Department of Human Resources may re-advertise for the position in question or may elect to interview any other applicant whether or not recommended by the screening team.

The Superintendent or designee shall interview the two top applicants. A list of questions shall be developed to be asked at this level of interview. In addition, the Superintendent or designee may ask other relevant questions.

The Department of Human Resources shall verify the applicants' past employment, educational experience, references, and certifications.

The Superintendent or designee shall appoint the successful candidate. The Superintendent or designee's decision shall be based upon his/her best independent judgment in conformance with state law[6].

The Superintendent may appoint an internal administrative transfer or promote an Assistant Principal to building administrator without advertising or conducting interviews for the position.

III. Appointment of School Site Personnel other than Principals.

The Superintendent shall consider appointment of all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the school sites, consistent with district personnel policies, collective bargaining agreements, and based upon the recommendation of the site-based administrator.

A screening committee appointed by and including the Principal or designee and consisting of at least one parent, one staff member, one member of the SIT team who is not employed in the District, and an administrator. The committee will screen the applications and conduct candidate evaluations under the directions of the Principal, using guidelines as established by the Superintendent or designee and this protocol for each vacant position.

Candidate evaluations may include interviews site visits, background checks, reference checks, and any other method of candidate evaluation considered appropriate by the Principal. If the Principal requests the screening committee to conduct candidate interviews, all interview questions must be approved by the Superintendent or designee prior to being used in an interview setting.

For Teacher, Teacher Assistant and Secretarial Substitute Positions, the district utilizes a third party administrator. In the event the District decides to discontinue the use of a TPA, the District will follow the procedures as outlined below:

a. Teacher, Teacher Assistant and Secretarial Substitute Positions

[6] R.I. Gen Laws 16-2-11.

An advertisement for needed substitutes will be placed in a paper of general circulation and/or via internet, or placement agency on an as-needed basis. Applicants will be asked to submit a copy of their certification (if applicable), resume, and signed waiver for a criminal background check, along with their application. Upon receipt of the above and clearance of the criminal background check and subsequent interview by administration, the individual's name may be added to the appropriate substitute list.

The following procedure will be followed for Substitute Custodian Positions:

On an as-needed basis an advertisement for needed custodian substitutes will be placed in a paper of general circulation and/or via internet, or placement agency.

Applicants will be asked to submit an application, resume and the waiver for a criminal background check. Upon receipt of the above and clearance of the criminal background check and subsequent interview by administration, the individual's name may be added to the custodial substitute list.

IV. Criteria for Hiring

When hiring, promoting or transferring non-administrative certified staff, the administrator shall consider:

1. Qualifications which shall include experience in an actual job held, including special qualifications that may be required or educationally desirable for a position and must be student focused.
2. Certifications held including Highly Qualified Status and National Board Certification.
3. Professional development each applicant has engaged in.
4. Participation on professional/district level/school level committees.
5. Work history with the District including, but not limited to: attendance, effectiveness within various student populations, student achievement/results, recent experience in relevant subject matter.
6. Result of evaluations.
7. Successful interview.
8. Discipline history.

9. Laid off status and work experience will be used as a tiebreaker in the event that two candidates are deemed by the Superintendent to be equally highly qualified and highly effective.
10. Other relevant data
11. When all qualifications are equal, seniority will prevail.
12. If only one person applies for a position, he/she will be vetted through the above process.
13. If the District determines that the sole internal candidate is not suitable, then the District may advertise externally.
14. Other requirements as set out in the relevant collective bargaining agreement.

V. Forms and Format for Hiring, Promotions and Transfers

The Human Relations Department shall promulgate, with the approval of the Superintendent or designee, appropriate forms and other materials, consistent with district policy and protocol, for use by screening committees and appointing administrators in the hiring, promotion and transfer process.

Any candidate who is a current resident of the Town of Lincoln and meets the qualifications of a publicly advertised position shall be given consideration for such vacancy in the Lincoln School Department. Such consideration does not entitle the candidate to an interview for a position.

Amended Policy Adopted:	June 9, 1997
Amended Policy First Reading:	March 14, 2011
Amended Policy Second Reading:	April 11, 2011
Amended Policy Adopted:	April 11, 2011
Amended Policy First Reading:	January 13, 2020
Amended Policy First Reading:	March 9, 2020
Amended Policy Second Reading:	April 20, 2020
Amended Policy Adopted:	April 20, 2020
Reviewed:	December 9, 2024
Amended Policy First Reading:	January 12, 2026
Amended Policy Second Reading:	February 9, 2026
Amended Policy Adopted:	February 9, 2026

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island