

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

In response to an act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System (PL 1990, Chap. 889), the Windham Raymond School District's (RSU # 14) Board of Directors affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, sexual orientation, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20A MRSA Sec. 1001.13, the Superintendent shall prepare a procedure designed to (1) ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification; and (2) result in selection of the most qualified candidates. This procedure shall be attached hereto as regulation GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board shall review the procedure, adapting as appropriate.

In accordance with 20A MRSA Sec. 4502.4-A, the District's Affirmative Action Plan shall include: a description of the status of the District's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the Board; and the relationship of the above to the State's 5-year goal for employment of women in administrative positions.

Legal Reference: PL 1990, Chapter 889 (Title 5 MRSA Sec. 4576; Title 20A MRSA Sec. 6; Sec. 254.8-10; Sec. 256.1,7; Sec. 1001.13,14; Sec. 4502.4A; Sec. 13011.6; Sec. 13019-A.1D; Sec. 13019-B.1C)

Cross Reference: AC – Nondiscrimination

First Reading: _____ October 14, 2009 _____

Second Reading: _____ October 28, 2009 _____

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF – PROCEDURES

These procedures implement the RSU # 14 Board of Directors’ policy GCFB, and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

A. JOB DESCRIPTION REVIEW

To ensure that a written role description of the vacant position accurately represent, the current functions and needs, the Superintendent/Designee (The Board of Directors in a Superintendent search) is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

B. RECRUITMENT

To attract a strong pool of qualified candidates, the Superintendent/Designee is to advertise (except in the circumstances described in K below) such as in:

1. Posting notice of the vacancy within the District;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
3. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

C. SCREENING

To ensure that a fair and efficient screening process will occur, the Superintendent/Designee is to:

1. Ensure that all applications are reviewed by more than one individual with attention given to an unbiased regard for the criteria and qualifications in the job description.
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
3. Provide orientation of confidentiality and equity issues to screeners;
4. Eliminate all applicants who do not meet the minimum qualifications;

5. conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and have demonstrated the skills, knowledge and abilities outlined in the job description.

D. INTERVIEWING

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/Designee is to:

1. Appoint an interview panel (may be the same persons who served the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process including the function and extent of responsibility of the panel; the weighting of criteria and nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interview panel is to:

1. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

E. SELECTION

The interview panel is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria;
2. Submit a report to the Superintendent, including the individual rating forms as well as a list (usually three (3) of the candidates recommended to be considered further for the position.)

The Superintendent/Designee is to:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;

4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgement along with those of the interview panel (or, reject all finalists, re-open the position and begin the process anew); and
5. **Background checks (Reference Checks, Certification Verification, Criminal Record Check) will be conducted and further reference checks made as appropriate.**

F. **NOMINATION/EMPLOYMENT**

The Superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending formal board approval.
2. Inform the interview panel; and
3. Proceed to nominate and employ the successful candidate in accordance with state law and local policies.

G. **NOTIFICATION**

The Superintendent/Designee may:

1. Notify the nominee of the Board of Directors' approval and employ the administrator;
2. Notify the other candidates interviewed

H. **ORIENTATION AND SUPPORT**

To ensure that the new administrator is provided with the proper information about the system and job expectations, the Superintendent/Designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the School District.

I. **RECORDKEEPING**

To ensure that confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interview process for a period of three (3) years.

J. **CONFIDENTIALITY**

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employee involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

K. HIRING OF CURRENT EMPLOYEES

The District may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill an administrative position only if the Superintendent, after consultation with the Board, or the Board, as appropriate, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position.
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Legal Reference: 5 MRSA § 4576
20-A MRSA §§ 6, 254(8-10), 101(13), 4502(4-A), 13011(6), 13019-B, 13019-C

Cross Reference: AC – Non-Discrimination / Equal Opportunity & Affirmative Action
GCFB – Recruiting & Hiring of Administrative Staff

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