

MEDWAY SCHOOL BOARD POLICY PROFESSIONAL STAFF HIRING

NEPN/NSBA CODE: GCF

Through its employment practices, the school system shall attempt to attract, employ, and retain well-qualified personnel for all professional (certificated) positions.

In the event of a vacancy, the superintendent and any person(s) to whom he/she may delegate any portion of this responsibility shall determine the personnel needs of the school system and seek suitable candidates from whom the best qualified person shall be nominated by the superintendent for board approval. Through effective administrative procedures, the superintendent shall recruit, select, and nominate to the board personnel who are well prepared, motivated to do their best work, and creative.

It shall be the duty of the superintendent to nominate for any certificated position in the schools that candidate who best meets all certification requirements, any requirements of the board, and the criteria necessary to fulfill the job description of the position for which the nomination is made.

The following is to guide the selection of certificated personnel:

- A. There shall be no illegal discrimination in the hiring process;
- B. When it is determined that a position will not be filled by transfer, by promotion from within, or by selection from existing applicants, the vacancy shall be advertised to attract a current, representative applicant pool;
- C. All application materials will be reviewed by more than one individual. This is to minimize effects of any perceived conflicts of interest on the part of the reviewers and any possible bias. The superintendent will assemble appropriate representatives from staff and community to assist in the screening and interviewing processes in an advisory capacity, but school board members and their spouses shall not be included. Anyone so involved shall: 1) receive an appropriate orientation on the procedures to be followed and the legal requirement to maintain confidentiality of applicant information, including identities, and 2) sign a statement that they understand and agree to abide by the confidentiality requirement.

- D. Interviewing and selection procedures should assure that a building, department, or central office administrator has the opportunity to provide input to the selection of any staff member who will work under his/her supervision
- E. No new nomination shall be submitted without having been given at least one personal, comprehensive interview, and only after thorough reference and background checks, including a Maine criminal records check;
- F. Probationary teachers will be nominated only after completion of any established, thorough evaluation procedure. In addition, a nomination of second year probationary teacher for continuing contract status shall require documentation that the person has clearly demonstrated a high level of professional excellence.
- G. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school system. In each instance, all participants in the process shall focus on the school system's goal of obtaining the most appropriate person available for the job.

While the board may approve or not approve a nomination, an approval shall be valid only if made with the recommendation of the superintendent. In case a nomination does not receive approval, it shall be the duty of the superintendent to make another nomination.

Legal References: TITLE 20A MRS A SEC. 13201 ET SEQ
 TITLE 20A MRS A SEC. 1055.10

Adopted Date: 11-16-95

MEDWAY SCHOOL BOARD POLICY PROCEDURE FOR HIRING

NEPN/SNBA CODE: GCF-R

The following is the procedure for all hiring for the East Millinocket School Department, Medway School Department and School Union #113.

A. Job Description Development/Review

The employer (the chairperson of the committee in a Superintendent search) will:

1. Conduct a review of the job description with input from those people affected by the position to ensure that the information within the description is relevant to the position;
2. If no job description exists for the position, one will be developed;
3. Develop the criteria (skills, knowledge and abilities) required to perform the duties and responsibilities of the position; and
4. Determine the minimum qualifications (training, education and experience) for the position.

B. Recruitment/Advertisement

The employer will:

1. Advertise to attract a wide pool of candidates utilizing local and statewide media where appropriate; and
2. Post notification of job vacancy internally by using resources available, including posted notice in all Union #113 teachers' rooms.

C. Screening

The employer will:

1. Eliminate all candidates who do not meet the minimum qualifications;
2. Ensure that all applications are reviewed by more than one individual with attention given to perceived conflicts of interest;

3. Provide orientation on confidentiality and equity issues to screeners;
4. Conduct a preliminary reference check if appropriate; and
5. Select candidate for interviews based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description.

D. Interviewing

The employer will:

1. Appoint an interview panel with representation from various groups with whom the position will work on a regular basis;
2. Provide orientation to the panel on the process, the weighing of criteria and the nomination/hiring procedures;
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues;
4. Develop a set of interview questions that match the duties and responsibilities of the position and the criteria and provide a copy of the questions to the central office; and
5. Provide the opportunity for each candidate to respond to the same questions.

E. Selection

The interview panel will:

1. Assess each candidate on the same basis, including the criteria and the job description; and
2. Submit a selection report to the Superintendent of Schools.

F. Nomination/Employment

The Superintendent of Schools will:

1. contact several references to check perceived strengths and weaknesses of the candidate(s);
2. Review the material on the selected candidate(s) to determine whether additional information is needed; and

3. Nominate the selected candidate in accordance with local policies to the School Board.

The School Board will:

1. Meet in executive session to discuss the strengths and weaknesses of the nominated candidate; and
2. Vote in open session to either approve the nomination or decline the nomination.

G. Notification

The Superintendent of Schools will:

1. Offer the position to the approved candidate; and
2. Notify unsuccessful candidates once acceptance is assured.

H. Orientation and Support

The Immediate Supervisor will:

1. Provide an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of the School Department.

I. Record Keeping

School Union #113 will:

1. Provide for the maintenance in securing files of all applications and documentation of the hiring, screening, and interview process as well as hiring statistics for the school union for a period of three (3) years.

Adopted Date: 01/19/99