

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 candidates(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