

**MEDWAY SCHOOL BOARD POLICY  
RECRUITING AND HIRING OF ADMINISTRATIVE STAFF**

The Medway School Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, color, 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 20-A MRSA, § 1001.13, the Superintendent shall prepare a procedure designed to ensure non discriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as 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 Superintendentcy, the Board shall review the procedure, adapting as appropriate.

In accordance with 20-A MRSA, § 4502.4-A, the unit's Affirmative Action Plan shall include: a description of the status of the unit's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the School Board.

Legal Reference: 5 MRSA § 4576  
20-A MRSA §§ 6, 254.8-10, 256.1, 7, 1001.13, 4502.4A, 13011.6,  
13019-A.1D, 13019-B.1C

Cross Reference: AC – Non Discrimination/Equal Opportunity and Affirmative  
Action.  
GCFB-R - Recruiting and Hiring of Administrative Staff  
Administrative Procedure

Revised: June 5, 2019  
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Revised Date: 01/19/99