Personnel

Recruitment and Selection

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 4000 - Concepts and Roles)
(cf. 4100 - Certificated Personnel)
(cf. 4200 - Classified Personnel)
(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

(cf. 4112.61/4212.61/4312.61 - Employment References)

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)
Recruitment and Selection (Cont.)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
35035 Responsibilities of superintendent
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects; minimum requirements
44750 Teacher recruitment resource center
44830-44831 Employment of certificated persons
44858 Age or marital status in certificated positions
44859 Prohibition against certain rules and regulations re: residency
45103-45139 Employment (classified employees)
49406 Examination for tuberculosis
GOVERNMENT CODE
815.2 Liability of public entities and public employees
6250-6276.48 Public Records Act
12900-12996 Fair Employment and Housing Act, including:
12940-12957 Discrimination prohibited; unlawful practices
HEALTH AND SAFETY CODE
53570-53574 Teacher Housing Act of 2016
LABOR CODE
432.3 Salary information
UNITED STATES CODE, TITLE 5
552 Freedom of Information Act
UNITED STATES CODE, TITLE 8
1324a Unlawful employment of aliens
1324b Unfair immigration related employment practices
UNITED STATES CODE, TITLE 20
1681-1688 Title IX prohibition against discrimination
Recruitment and Selection (Cont.)

UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities
COURT DECISIONS
Management Resources:
CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION
PUBLICATIONS
Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas
Research and Evaluation Group, October 2017
WEB SITES
California County Superintendents Educational Services Association: http://ccsesa.org/recruit
California Department of Education: http://www.cde.ca.gov
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Education Job Opportunities Information Network: http://www.edjoin.org
Teach USA: http://culturalvistas.org/programs/us/teach-usa

Adopted: 8/78
Amended: 3/16/83, 3/7/84, 9/17/03, 2/7/07, 6/20/12, 12/19/12, 11/5/14, 6/7/15, 12/18/19
Personnel

Recruitment and Selection

Hiring Practices and Procedures

The District is dedicated to the hiring of the best qualified persons available. The District is dedicated to equal employment opportunities for all persons. The District shall offer employment to the most highly qualified person available for each open position.

Determining Vacancies
A vacancy exists when a current employee resigns, obtains a promotion or transfer, or is otherwise removed from an authorized position, or when a new position has been established and budget authorization has been received.

Posting Jobs
A completed Personnel Request Form (PRF) must be submitted to the Personnel office and approved by the Assistant Superintendent/CBO before postings can be completed or vacancies can be announced. No exceptions!

Postings
The District shall conduct a diligent search for the most qualified applicants. All vacancies will be posted on the Ed-Join website. Some jobs may be posted to other websites or in the local newspaper. The Senior Personnel Technician will notify existing employees of an opening in their bargaining unit via email. Posting of positions shall be as follows:

- Transfer opportunity: 5 working days
- Internal postings: 5-10 working days
- External postings: 10-20 working days

Working days are defined as days when the District is open for public business. If the recruitment yielded only one or two qualified candidates, the Personnel office may continue the advertisement for a longer period of time in order to obtain a larger pool of applicants.

Internal Applicants
Internal applicants are defined as currently contracted employees. All internal applicants must submit an application through the Ed-Join website. The Personnel office will screen internal applicants for minimum qualifications. Internal applicants who meet minimum qualifications will receive an interview.

External Applicants
External candidates, including substitutes, who meet minimum qualifications will be considered for an interview.

Skills Test
Applicants may be asked to complete a skills test.
Interview Process

Confidentiality
Candidate’s names, applications or resumes, and letters of reference are confidential. Interview questions, evaluations, or impressions of the interview team are also confidential. Those involved in the interview process shall not discuss names of candidates or other information associated with the interview process with anyone. Each member of the interview team will sign a statement acknowledging the consequence for violating confidentiality.

Screening
Following the closing date, the Personnel office will immediately pre-screen applications for minimum qualifications and completeness. Application packets that are not complete will not be considered for interview unless authorized by the Superintendent. The Personnel office will immediately notify the Interview Facilitator that the job has closed and the complete applications are ready to be viewed. The Interview Facilitator will recommend the applicants to be interviewed. The Interview Facilitator will coordinate an interview date with the Personnel office and will determine the panel members. Every effort will be made to interview as many qualified applicants as reasonable.

In the event that there are a limited number of applicants for a position and the Superintendent or Interview Facilitator deems it prudent, the procedure may move directly to interview.

Interview Team
The interview team will be composed of a minimum of three (3) and a maximum of six (6) members. Additional members must be approved by the Superintendent or his/her designee. The team shall consist of a minimum of one (1) administrative/management position, one (1) peer position (similar to the position for which the person is applying), and a member at large.

Administrative Interviews
The Superintendent will participate in the interview process. Peer position on interview team may be from any peer level employee of the District. Unless waived by the board, the Superintendent or designee shall establish an initial interview committee that may comprised of students, parents and staff members to select the top two or three candidates that will be presented to the board for a second round interview. The board will interview the candidates in closed session and will make the final selection.

Scheduling Interviews
The Personnel office will contact applicants to be interviewed at least one week in advance to schedule their interview time. All interviews will be held at the District office. The Personnel office will provide copies of the Interview Ranking Form, Applicant Reference Check form and interview questions to the interview team. The interview team will review the job description and requirements, study the applications, resumes and letters of recommendation. If the interviews must be continued to another day, the same persons will be included on the subsequent interview team.
Recruitment and Selection (Cont.)

Interview Questions
The interview team will be provided with a set of structured questions or will help to develop a set of questions. Members of the team will ask the agreed upon questions to each applicant. Questions do not have to be read verbatim but will be asked closely to how they were written so that modifications will not lead to an unfair advantage to any candidate. While standardization is important, it is not necessary to have complete uniformity of questions and follow-up.

Clarification questions are also appropriate, but probing questions which might influence a candidate’s answers are not appropriate.

Questions will be open ended, rather than ones that solicit a “yes” or “no” response. Questions will be framed with words like “why”, “how” and “what”.

All candidates will be asked the same questions during the interview. All questions will be framed the same way for each candidate. A candidate may be asked to elaborate upon or clarify an answer, but no additional questions may be included, nor questions deleted from a candidates interview.

The interview questions will be job related. Questions will be avoided that deal with the candidate’s:

- race
- sexual preferences
- physical disabilities
- religion
- national origin
- residence proximity
- age
- family/marital status
- child care arrangement

The Interview

The Interview Facilitator (usually the site administrator, supervisor or designee) will conduct the interview format. Prior to the interview, the Interview Facilitator will determine who will ask specific questions, make the introductions to the candidate and provide a relaxed atmosphere. A determination will be made as to whether to allow candidates to have a copy of the questions in front of them during the interview. The Interview Facilitator will give the candidate a brief summary about the position. The Interview Facilitator will advise the candidates that they will be contacted by phone, email or letter within a certain timeline.

After the Interview

Ranking of the candidate will be made after the candidate has left the room and will remain confidential. Interview team members will rank each candidate individually on the interview ranking form. The candidates will not be discussed until after the team has completed the rankings.

After all ranking sheets have been completed; the interview team will discuss the candidates, determine the ranking, and identify the top three candidates. Discussions should be positive and kept confidential.

The interview team will return the following to the Personnel office immediately after interviews are completed:
Recruitment and Selection (Cont.)

- Applications of candidates
- Copy of interview questions and any written exercises
- Completed interview ranking forms
- Completed applicant reference check form (if applicable)
- Recommendations

Recommendation of Candidates
The Interview Facilitator will submit the Recommendation for Selection form to the Personnel office with the names of the top three (3) candidates. The Superintendent will determine whether a second round interview will be required. The final selection will be made by the Superintendent or his/her designee.

Reference Checks
The Personnel office or Interview Facilitator are the only ones who can conduct reference checks. References must be checked prior to recommendation for hire.

Orientation
Once selection of the final candidate is made, the Personnel office will contact the candidate to make a job offer, pending Board approval. If the job offer is accepted, the candidate will start the process for pre-employment clearance requirements. No person may begin work until they have met all pre-employment clearance requirements. The Personnel office will schedule an orientation appointment with each new employee prior to their first day of work to explain district policies and assist the new employee with completing all required personnel and payroll forms, including the signing of an employment contract, as well as receiving an overview of the AESOP system. Group orientations can be held if more than one employee is being hired at the same time.

Candidates Not Selected
Candidates who were not selected will be notified via an email from Ed-Join.

Hiring of Coaches
All coaches must be board approved before their season of sport begins.

Adopted: 8/78
Amended: 3/16/83, 3/7/84, 9/17/03, 2/7/07, 11/5/14, 6/7/15