

RECRUITMENT AND SELECTION

The Board of Trustees desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in District operations.

- (cf. 0100 - Goals for the School District)
- (cf. [4000](#) - Concepts and Roles)
- (cf. [4100](#) - Certificated Personnel)
- (cf. [4200](#) - Classified Personnel)
- (cf. [4300](#) - Management, Supervisory and Confidential Personnel)

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the District's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination 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 also shall disseminate job announcements to ensure a wide range of candidates.

With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

- (cf. 4113 - Assignment)

The District's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

RECRUITMENT AND SELECTION

(cf. 2230 - Representative and Deliberative Groups)

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 Language Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
- (cf. 4112.8/4212.8/4312.8 - Employment of Relatives)
- (cf. [4212](#) - Appointment and Conditions of Employment)
- (cf. [4312.1](#) - Contracts)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 41530-41533 Professional Development Block Grant
- 44066 Limitations on certification requirement
- 44259 Teaching credential; exception; designated subjects; minimum requirements
- 44735 Teaching as a Priority block grant
- 44740-44741 Personnel management assistance teams
- 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
- 12900-12996 Fair Employment and Housing Act, including:
- 12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

- 1324a Unlawful employment of aliens
- 1324b Unfair immigration related practices

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
- 2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

RECRUITMENT AND SELECTION

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Adopted: January 27, 2004