

PROFESSIONAL STAFF HIRING

Through its employment policies, the board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be based upon alertness to candidates who will devote themselves to the education and welfare of the children attending the public schools

It is the responsibility of the superintendent, and of the persons to whom he/she delegates this responsibility, to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the board. Through effective administrative procedures, the superintendent shall attract and recommend to the board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements, Criminal History Records Check (CHRC), health requirements, and requirements of the board, for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to race, color, sex, sexual orientation, genetic information, physical or mental disability, religion, age, ancestry or national origin.
2. All vacancies and all positions in the Augusta School Department will be posted and advertised.
3. The quality of instruction is enhanced by the staff with a wide variation in background, educational preparation, and previous experience. Concerted efforts shall be exerted to maintain a variation in the staff.
4. Interviewing and selection of procedures shall assure that the administrator who will be directly responsible for the work of a staff member has the opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
5. No candidates shall be hired without a personal interview, and, wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
6. No candidate is to be employed for, or assigned to, a position where his/her evaluation will be made in part or in whole by a person to whom he/she is related. No spouse of a board member shall be considered as an applicant.

7. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent, and others playing a role in the selection, shall seek to hire the best qualified person for the job. "However, if two candidates are equally well qualified in all other respects, and if one is from within the school department and one is not, preference shall be given to the internal candidate."
8. All applicants will be notified once position is filled. Candidates interviewed will be contacted personally.

While the board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

At the request of the Board of Education, the superintendent shall offer the board an opportunity to interview candidates before the board acts on the superintendent's nomination.

In all instances, the superintendent shall inform the board of his/her nomination for any professional staff position at least three days prior to the meeting at which board action is requested.

LEGAL REFS: M.R.S.A. 20:161(5); 20:472; 20:1091; 20:1751-1754 - Department of Public Schools, Augusta, Maine

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Amended: 5/9/77; 11/8/82; 2/10/86; 5/23/88; 8/14/89; 4/9/14