

SUPPORT STAFF HIRING

Through its employment policies, the board shall attempt to attract, secure, and hold the highest qualified personnel for all 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 to see that persons employed shall meet all educational, health requirements, Criminal History Record Check (CHRC) and the requirements of the board for the type of position for which this person is employed.

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, age, physical or mental disability, genetic information, religion, ancestry or national origin.
2. Except in cases of emergency, whenever a job opening occurs for a support staff position, including but not limited to employees in the AEA-Support Unit bargaining unit, it shall be posted internally. Such posting shall be accomplished by placing notices on designated bulletin boards, including electronic, accessible to all employees, or by written notices to each employee. The Board may advertise externally.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidates shall be hired without a personal interview, and references shall be checked.
5. 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.
6. All applicants will be notified once a position is filled. Candidates interviewed will be contacted personally.

Adopted: 8/11/75; 12/10/90

Amended: 6/13/77; 11/8/82; 4/9/14

LEGAL REFS: M.R.S.A. 20:161 (5) ; 20:471 ; 20:1091 ; 20:751-1754