

Personnel

RECRUITMENT AND SELECTION

BP 4111 (a)

The Board of Trustees ~~is committed to employing suitable, desires to employ the most highly qualified individuals to effectively carry out the district's vision, mission, and goals. and~~ appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

(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 recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge, skills, competence and not on any bias, personal preference, or unlawful discrimination. 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. 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 shall ~~may develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, 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)

~~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 information prohibited by state or federal nondiscrimination laws. category of discrimination prohibited by state or federal law.~~

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)

For each position, the Superintendent or designee shall present to the Board ~~only those~~ **one** candidates 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. 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)~~

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~
(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.

RECRUITMENT AND SELECTION, continued

BP 4111 (c)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35035 Responsibilities of superintendent

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

~~44735 Incentive grants for recruiting teachers for low performing schools~~

~~44740-44741 Personnel Management Assistance Teams~~

~~44750-44754.5 Regional + Teacher recruitment resource centers~~

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45138~~9~~ Employment (classified employees)

49406 Examination for tuberculosis

~~52051 Academic Performance Index~~

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:

12940-12956 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 8

1324a Unlawful employment of aliens

1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

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~~

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

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

RECRUITMENT AND SELECTION, continued

BP 4111 (d)

Legal Reference, continued:

Management Resources:

~~CSBA PUBLICATIONS~~

~~Maximizing School Board Leadership: Human Resources, 1996~~

**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

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

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

~~CalTeach: <http://www.calteach.org>~~

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

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>

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

Policy

adopted: January 8, 2008

revised: _____

SAN JACINTO UNIFIED SCHOOL DISTRICT

San Jacinto, California