

South Whittier SD

Board Policy

Recruitment And Selection

BP 4111

Personnel

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~~ **is committed to employing suitable, qualified individuals to effectively carry out the District's vision, mission, and goals.**

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

(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.~~ **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 essential duties of the position. They may also disseminate job announcements to ensure a wide range of candidates.**

~~(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)~~

~~The Superintendent or designee shall 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. All discussions and recommendations shall be confidential in accordance with law.~~ **The District's selection procedures may include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for the position.**

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. ~~No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.~~ **All discussions and recommendations shall be confidential in accordance with law.**

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. They 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 they are applying. (Labor Code 432.3)

~~(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)

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.

Incentives

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

~~(cf. 4112 - Appointment and Conditions of Employment)~~

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

(cf. 4112.8 - Employment of Relatives)

(cf. 4113 - Assignment)

~~(cf. 4212 - Appointment and Conditions of Employment)~~

(cf. 4212.8 - Employment of Relatives)

(cf. 4312.1 - Contracts)

(cf. 4312.8 - Employment of Relatives)

(cf. 4331 - Staff Development)

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6171 - Title I Programs)

(cf. 9000-B - Role of the Board)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35035 Powers and duties of the superintendent; transfer authority

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 centers~~ **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- ~~45138~~ **45139** Employment (classified employees)

49406 Examination for tuberculosis

~~52051 Academic Performance Index~~

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:

12940- ~~12956~~ **12957** Discrimination prohibited; unlawful practices

6250-6276.48 Public Records Act

815.2 Liability of public entities and public employees

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 **employment** 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

12101-12213 Americans with Disabilities Act

552 Freedom of Information Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

1681-1688 Title IX prohibition against discrimination

MANAGEMENT RESOURCES:

~~CSBA PUBLICATIONS~~

CCSESA Publication - Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

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

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

WEBSITES

California Department of Fair Employment and Housing

U.S. Equal Employment Opportunity Commission

U.S. Department of Education

California County Superintendents Educational Services Association

Commission on Teacher Credentialing

Education Job Opportunities Information Network

Teach USA

Policy SOUTH WHITTIER SCHOOL DISTRICT

adopted: January 11, 2005 Whittier, California

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