

RECRUITING AND HIRING OF ADMINISTRATIVE AND PROFESSIONAL STAFF-PROCEDURE

These procedures implement Board policies GCF and GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates.

A. Job Requirement Development/Review

To ensure that written requirements of the vacant position accurately represent the current functions and needs, the Superintendent/designee (the Board in a Superintendent search) is to:

1. Conduct a review of the job requirements;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications for the position such as eligibility for certification, training, education, and relevant experience.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in L below) by posting notice of the vacancy within MSAD 55 and in appropriate media.

C. Applicant Requirements

1. Applicants for a position with MSAD 55 must submit an application package which consists of: letter of interest, current resume, three current letters of recommendation, transcripts, and eligibility for certification. A completed application package becomes a part of the employee's permanent personnel record. No one will be considered to have made an application unless the required forms are completed and are on file with the Superintendent's office; and
2. An applicant who does not receive an immediate appointment is responsible for keeping his/her application up-to-date. Unless the applicant requests a renewal, applications are reclassified to inactive status on July 1 of each school year following the filing of the application.

D. Screening

To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:

1. Appoint an interview panel with representation as deemed appropriate to the particular vacancy;
2. Ensure that all applications are reviewed by only members of the interview committee with attention given to an unbiased regard for the criteria and qualifications in the job requirements;
3. Provide orientation on confidentiality and equity issues to interview committee members;

4. Eliminate all candidates who do not meet the minimum qualifications;
5. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job requirements;
6. Notify applicants not selected for interview; and
7. Conduct preliminary reference checks as appropriate.

E. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interview panel is to:

1. Review interview questions which match the criteria and the duties/responsibilities outlined in the job requirements; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

F. Selection

The interview panel is to:

1. Individually assess the candidates according to their answers to the job requirements; and
2. Submit a report to the Superintendent with the candidate(s) to be considered for the position.

The Superintendent/designee is to:

1. Ensure that a minimum of three reference contacts have been made by the chair of the interview committee to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews;
4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job requirements, based on his/her own professional judgment along with those of the interview panel (or, reject all finalists, reopen the position and begin the process anew); and
5. Have any further reference checks made, as appropriate.

G. Nomination/Employment

The Superintendent is to:

1. Notify and obtain verbal agreement from the successful candidate, pending Board approval;
2. Inform the chair of the interview panel; and
3. Nominate and hold in place applicants for all administrative and teaching positions for appointment by the Board in accordance with state law and local policies.

H. Notification

The Superintendent/designee will:

1. Notify the successful nominee of the Board approval for employment; and
2. Notify the other candidates interviewed.

I. Orientation and Support

To ensure that the new employee is provided with the proper information about MSAD 55 and job requirements, the Superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of MSAD 55.

J. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

K. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Superintendent is responsible for providing adequate orientation at appropriate stages of the process, including at the completion.

L. Hiring of Current Employees

MSAD 55 may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by MSAD 55 to fill a position only if the Superintendent, or the Board in a Superintendent search, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Adopted: December 2000
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