

# RECRUITMENT AND SELECTION OF PERSONNEL

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## GENERAL PRINCIPLES

It is the policy of the board to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion and other benefits of employment without regard to race, color, religion, national origin, sex, age or handicap, except where sex, age or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions.

The board also is committed to diversity throughout the programs and practices of the school district. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants to reflect our student population.

## RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies will be adequately publicized within the school district so that employees may learn of promotional opportunities. Vacancies also may be publicized externally to attract qualified applicants.

## SELECTION

Candidates for employment will be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information will be considered:

- application;
- education and training;
- licensure and certification (when applicable);
- relevant experience;
- personal interviews; and
- references and/or background checks.

Qualifications and suitability for the job being equal, personnel within the district will be given priority. A criminal records check will be conducted of all final candidates for licensed positions and classified positions that would place the candidates in the schools or other environments where they would be expected to interact regularly with students. Such positions include substitute teachers, driver training teachers, bus drivers, clerical staff, custodians, teachers, teacher assistants, assistant principals and principals. Criminal records checks will be conducted in accordance with state law and any procedures established by the superintendent.

If a final candidate for employment or hiring as an independent contractor is found to have a criminal record, other than for minor traffic offenses, the superintendent must determine whether the individual poses a threat to the physical safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. If the superintendent recommends such a candidate to the board for employment, the board must be notified of the criminal record and the basis for the superintendent's determination.

In making recommendations for the selection of personnel, the superintendent will give every consideration to conditions which could result in the employment of two members of an immediate family where one member would occupy a position which has influence over the other's employment, promotion, salary or other related management and personnel considerations. No administrative or supervisory personnel will directly supervise a member of his or her immediate family defined as spouse, child, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepmother and stepfather.

All personnel selected for employment must be recommended by the superintendent and approved by the board.

State guidelines will be followed in the selection and employment procedure. The superintendent will develop any other procedures necessary to carry out this policy.

Legal References: Fair Credit Reporting Act, 15 U.S.C. § 1681, et seq., 20 U.S.C. 1703; Civil Rights Acts of 1866, 1870, 1871, and 1964; Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title IX of the Education Amendments of 1972; Vocational Rehabilitation Act of 1973; Executive Order 11246; G.S. 114-19.2, 115C-36, -47, -332, 126-16.

Cross Reference: Employment of Relatives (policy 7185)

Adopted: