

PERSONNEL

RECRUITMENT AND EMPLOYMENT

The Board of Education shall maintain an effective recruitment program to attract and retain the highest qualified personnel for all certified and non-certified positions.

The Superintendent of Schools is authorized by the Board to recruit and employ individuals to fill all certified and non-certified positions. The Board also authorizes the Superintendent to employ individuals for temporary and part-time positions as needed to conduct the business of the school district. The Superintendent shall ensure that persons who are employed in the district meet all the qualifications required by law. The Superintendent shall apprise the Board of newly-appointed certified personnel.

Whenever an administrative opening occurs below the level of Superintendent, the Board through its Superintendent may elect to either fill the vacancy in-house (consistent with applicable obligations, if any, under any collective bargaining agreement) or conduct a search using the following process:

1. The Superintendent may either a) be responsible solely for screening, interviewing, selecting and appointing a candidate to the vacant position, or b) recommend that the Board of Education establish a personnel search committee for the purpose of screening and interviewing candidates for the position, with the Superintendent still remaining responsible for the selection and appointment.
 - a. Such a search committee may consist of certified staff members, parents, central office administrators, community members, and Board members, as may be recommended by the Superintendent.
2. The Superintendent is responsible for a) ensuring that the administrative opening is appropriately advertised, and b) checking the references of all the candidates.

The Board of Education retains the right to create new positions and to eliminate current positions to meet the needs of the district through the budget approval, adoption and revision process.

Contacting previous employers

Prior to offering an employment position to any person, the Superintendent or designee shall make a documented good faith effort to contact previous employers of the prospective employee in order to obtain information and recommendations which may be relevant to the person's fitness for employment.

Legal References: Connecticut General Statutes

10-145 Certificate necessary to employment

10-151 Employment of teachers

10-222c Hiring policy