

Sequoia Union HSD | BP 4311 Personnel

Recruitment And Selection

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.

The final selection and placement of all management personnel is the responsibility of the Superintendent, subject to approval of the Board of Trustees. 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. The Superintendent shall be responsible for devising plans and procedures involving appropriate personnel to assist in the screening process and providing necessary input to increase the wisest possible selection and/or placement.

The organizational structure of the District shall be designed so as to encourage employees to pursue increasingly responsible positions. Management vacancies shall be made known to all District personnel so that they may apply for such positions.

The Superintendent or designee shall be responsible for establishing procedures for the training and selection of staff to be advanced to management positions. Such advancements shall be termed a promotion and are subject to approval by the Board upon the Superintendent's recommendation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111.1 - Affirmative Action)

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.

(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.

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44830 Employment of certificated persons

44830.5 Assignment of certificated employees to district; ethnic ratio

44858 Age or marital status in employment positions requiring certification qualifications

44859 Prohibition against certain rules and regulations re residency

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative action employment programs

GOVERNMENT CODE

12900 Unlawful employment practices

12940 et seq. Discrimination prohibited; Unlawful practices, generally

TITLE VII, CIVIL RIGHTS ACT as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

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