

## Sequoia Union HSD | BP 4111 Personnel

### **Recruitment And Selection**

The District shall employ qualified persons available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessing the District's needs to determine those areas where specific skills, knowledge, and abilities are lacking.
2. Developing job descriptions which accurately portray the position.
3. Disseminating vacancy announcements to solicit a wide range of candidates.
4. Screening, interviewing, and checking references of applicants to determine the best qualified candidate for recommendation to the Board of Trustees.

Selection procedures shall involve the principal or immediate supervisor and shall be based upon appropriate screening devices, interviews, observations, and references. All discussions and recommendations shall be confidential in accordance with law.

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 federal law.

(cf. 4030 - Nondiscrimination in District Employment)

(cf. 4111.1/4211.1/4311.1 - Affirmative Action)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

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

The Superintendent or designee shall recommend only those candidates who meet qualifications established by law and the Board for a particular position. No person shall be employed by the Board without the recommendation of the Superintendent or designee. The Board shall make the final decision on the election of all employees.

Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

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

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 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:

12940-12956 Discrimination prohibited; unlawful practices

#### UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related 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

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

#### CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

## WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

CalTeach: <http://www.calteach.org>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

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