

NEPN/NSBA Code: GCF-R

RECRUITING AND HIRING OF STAFF PROCESS

(Detailed process for hiring of all staff including instructors, support staff and administrators)

This regulation implements the Board's policy GCF and is designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions. It is supplemented with additional requirements by regulation GCFA-R for the hire of instructional staff, regulation GCFB-R for the hire of administrative staff, regulation GCFC-R for support staff, and regulation GCFD-R.

Authorization to initiate a hiring process:

The superintendent shall be authorized to initiate a hiring process for any staff position in compliance with the process described below under "Process to hire" if any of the following apply:

- 1) A mid-school-year resignation requires an immediate replacement to continue educational services at the current level
- 2) An end of the school year resignation creates a vacancy and that vacancy is included in the final budget adopted by the board (it should be considered final when a vote is taken that initiates the creation of warrants, typically at the end of April or early May)
- 3) A new position is included in the final adopted budget by the board
- 4) The superintendent makes a request to the board to initiate a hiring process and the board approves it by a vote at a regularly scheduled board meeting

If the superintendent anticipates any of conditions 2-4 being fulfilled in the near future, they may begin steps A (Job Description Development/Review) and B (Recruitment) from the next section prior to board approval, but they may not begin steps C or later until the relevant condition of 2-4 has been fulfilled. In such circumstances any advertisement placed should include language along the lines of "Conditional upon budget approval from the board".

Authorization to initiate a hiring process under this section does not in any way modify, reduce or eliminate the policy and statutory requirement to nominate the hire for board approval prior to offering a contract as described in section F below.

PROFESSIONAL STAFF HIRING

Process to hire:

Throughout this policy, the phrase “the board” shall be read in place of the phrase “Superintendent/designee for searches to fill the superintendent vacancy.

The following stages should be followed in order for any staff hire.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee is to:

- 1 Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
- 2 Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
- 3 List the minimum qualifications (training, education and experience) for the position.
- 4 A copy of the final job description or job advertisement will be provided in writing (including by email) to the board. This will notify the board that a hiring has been initiated.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in the section on Hiring Current Employees below) by:

- 1 Posting notice of the vacancy within the unit consistent with the terms of the current collective bargaining agreement;
- 2 Placing a display advertisement in appropriate print media, Serving Schools, and considering at least one appearance in a major Maine weekend or Sunday newspaper; and
- 3 Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.
- 4 Any advertisement should contain language notifying that RSU 26 is an EEO hirer

C. Screening

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

1. Ensure that all applications are reviewed by multiple individuals common across all the applications, with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy and described in more detail in GCFA-R, GCFB-R, GCFC-R or GCFD-R; The superintendent or search leader will notify the board of the search committee membership either in writing, email or by report at a board meeting within one week of its selection.
3. Provide orientation on confidentiality and equity issues to screeners including reference to relevant board policies on discrimination and personnel records and appropriate Maine Human Rights Commission materials. All screeners should also be trained in the fact that their notes will be retained and how to take appropriate notes (factual and only on job-performance related criteria);
4. Eliminate all candidates who do not meet the minimum qualifications; 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 description;
5. Any notes taken should be retained. The search leader should provide brief summary reasons for candidates eliminated or retained which are retained; and
6. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:

1. Appoint an interview panel (normally consisting of the same persons who serve the screening function to the extent reasonably possible) and to notify the board if the interview panel is different than the search panel;
2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring regulation; and

3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interviewing panel is to:

- 1 Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
- 2 Provide equal opportunity for the candidates to respond to the same questions/questioners.
- 3 Interview the identified candidates using the interview questions

E. Selection

The interview panel is to:

- 1 Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
- 2 Submit a report to the Superintendent/designee, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered further for the position. The search committee may rank the candidates if they wish, but this is not binding on the Superintendent/designee

The Superintendent/designee is to:

- 1 Have reference contacts made, as appropriate, 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 of any or all finalists, as deemed necessary;
- 4 Even if the superintendent has delegated responsibility for the search to a designee, the superintendent may choose to interview finalists or the final candidate;
- 5 Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, 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

F. Nomination/Employment

Except as noted in GCFC-R and GCFD-R, the Superintendent is to:

- 1 Notify and obtain agreement of the successful candidate, pending Board approval;

- 2 Inform the interview panel; and
- 3 Meet in executive session with the board and hiring leader to discuss the candidate and hiring process if a board member requests this be placed on the agenda (if such discussion occurs the hiring leader should be prepared to share strengths and weaknesses of the nominated candidate, reasons for preferring over other finalists, candidates CV, the search committee membership, interview questions and other relevant information); and
- 4 Nominate to the board in open session the candidate for the position so that the board may either approve the nomination or decline the nomination by vote in an open meeting.

In cases listed in GCFC-R and GCFD-R where a nomination to the board is not required, the superintendent is authorized to execute a contract without board approval.

G. Notification

Upon board approval, the Superintendent/designee will:

- 1 Notify the nominee of the Board approval and employ the chosen candidate; and
- 2 Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new employee is provided with the proper information about the system and job expectations, 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 the local school unit.

Additional requirements for hiring process

All staff hiring processes are expected to conform with the following requirements:

Record Keeping

All notes taken during screening, selection and interview should be retained. The search leader should provide brief notes explaining the decision for each candidate at each step. Records should demonstrate that all participants in the search process were trained in anti-discrimination and confidentiality policies and laws. 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.

Among the items that should be retained in the hiring records are:

1. Evidence that all committee members were made aware of RSU 26 policies on non-discrimination and confidentiality, received training in non-discriminatory hiring practices, and committed to maintain confidentiality
2. A copy of all documents including all applications, the job description and advertisements, and interview questions
3. Any notes taken by committee members
4. Notes taken by the search leader explaining the factual, job-related basis for decisions taken at each step (screening, interviewing, reference checks, hiring)

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 Maine law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

Conflicts of Interest

Conflicts of interests should be avoided. Conflicts of interest include any search committee member who is a spouse, parent or child of any of the candidates who apply. Consideration should also be given to whether more distant relatives or friends would be a conflict of interest. A parent of a child who currently has as a teacher somebody who is a candidate for the position would also usually be considered to have a conflict of interest. If the candidate pool changes and a new conflict of interest is created, the conflicting member will be replaced with somebody not conflicted, preferably by somebody bringing similar perspectives to the person being replaced. The search need not halt while a replacement is found.

Hiring of Current Employees

The school unit may forego one or more of the steps set forth in sections B-E of this regulation and appoint a person who is currently employed by the unit to fill an open position only if the Superintendent, determines that the following circumstances exist (the superintendent shall consult with the board to fill administrative positions):

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

PROFESSIONAL STAFF HIRING

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