

PROFESSIONAL STAFF HIRING
**(General expectations for hiring of administrators, instructors, central office staff
and support staff)**

This policy shall apply to hiring of all staff. Staff consist of all full or part-time regular employees. It does not include contracted vendors nor individuals who fill only stipend positions. This policy recognizes four categories of staff:

1. instructional staff (those requiring an instructional certification such as teacher, school counselor or librarian)
2. support staff covered by the ESPU collective bargaining agreement
3. central office staff (non-instructional, non-administrative support staff not covered by the ESPU collective bargaining agreement). Some of these staff have supervisory responsibilities.
4. administrative staff (those requiring administrator certification including Asst. Superintendent, Administrator of Special Education, Building Administrator, Asst. Building Administrator, Teaching Principal, Director of Adult and Community Education, Asst. Director of Adult and Community Education and Curriculum Coordinator/Supervisor) and
5. Superintendent.

This policy and the details provided in the attached regulation GCF-R apply to all five categories of hires. Regulation GCFA-R provides additional guidance on hiring instructional staff. Regulation GCFB-R provides additional guidance on hiring administrators and superintendents. And regulation GCFC-R provides additional guidance on hiring support staff. GCFD-R provides additional guidance for hiring central office staff. Note that these groupings are only for the application of this policy and have no implications for legal standing or rights in other areas.

Through its employment policies, the RSU 26 Board shall attempt to attract, secure and hold the highest qualified personnel for all staff positions. The selection program shall be based upon evaluation of candidates who will devote themselves to the education and welfare of the children attending our public schools.

The RSU 26 Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, sexual orientation, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, § 1001(13), the board shall prepare a process designed to ensure nondiscriminatory practice in recruitment and hiring for all staff positions, as well as to result in

PROFESSIONAL STAFF HIRING

selection of the most qualified candidates. This process will conform with 20-A MRSA, § 1001(13) by including:

- A. Creation or reassessment of job descriptions;
- B. Clearly stated criteria for positions;
- C. An interview format that includes questions based on job descriptions and stated criteria.

This process shall be attached hereto as GCF-R and shall be reviewed periodically by the board. Details of hiring specific to instructional staff shall be additionally found in regulation GCFA-R, which shall comply with 20-A MRSA § 13201; details specific to hiring of administrative staff and superintendents shall additionally be found in regulation GCFB-R; details specific to hiring of support staff shall be found in regulation GCFC-R. All of which will also be attached hereto and reviewed periodically by the board. In addition, the superintendent shall develop procedural checklists based on regulation GCF-R and best legal advice. These policies, regulations and guidelines will be used for all staff hires.

Moreover, upon each occasion of a staff vacancy, the Superintendent shall review the process and make appropriate adaptations as may be warranted by special circumstances and notify the board immediately of said adaptations. In the case of a vacancy in the Superintendence, the Board shall review the process, adapting as appropriate.

Upon selection of a candidate for any staff position by the superintendent or designees, selected in accordance with this policy and policies referenced herein, the superintendent will nominate the candidate to the board at a board meeting scheduled and announced in conformance with policy BE. The board may accept or reject the nomination. Upon acceptance the superintendent is authorized to execute a contract in accordance with appropriate laws including but not limited to 20-A MRSA § 13201 for instructional staff and 20-A §13302 for administrative staff. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination. The hiring decision for a superintendent shall be made solely by the board in accordance with 20-A MRSA, § 1051 as set forth in this policy and attached regulations.

In the period over the summer after the board's last meeting in June and more than one week prior to the board's first regularly scheduled meeting in August, and only during this period, hiring may occur by one of two processes. First, a consent process may be used for hiring instructional, support, and administrative staff during this summer period. The consent process will involve the superintendent providing a hiring package containing the candidate's resume, a description of the hiring process used (including among other things the composition of the search committee), the

PROFESSIONAL STAFF HIRING

interview questions, and a brief assessment by the superintendent or search committee chair of why the candidate is a good hire for RSU 26. The resume, assessment, and any discussion of other candidates who applied shall be treated as confidential personnel records. If no board member requests to place the hiring decision on the next board agenda within five business days after the receipt of the nomination and hiring package, the superintendent may notify and hire the candidate in compliance with relevant laws. Second, the superintendent and board chair may call a special meeting to approve the hire. The board may state at their last meeting in June whether or not the superintendent has authority for hiring by consent for which types of positions. In the absence of such an authorization by the board, the superintendent will consult with the board chair whether to hire by consent or call a special meeting of the board. Absent unusual time pressures, other concerns from the board chair, or directions from the board, the default will be to hire administrators by a special meeting of the board and to hire instructional and support staff by consent during this period.

Legal Reference: 20-A MRSA § 1001(13).
20-A MRSA § 1051
20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
GBJ – Personnel Records and Files

Adopted: 2/7/2017
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