

## PROFESSIONAL STAFF HIRING

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 stipended positions. This policy recognizes five categories of staff:

1. Instructional staff (those requiring an instructional certification such as teacher, school counselor or librarian)
2. Support staff covered by the ESP collective bargaining agreement
3. Central office staff (non-instructional, non-administrative support staff not covered by the ESP 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. 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, gender identity, 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 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. Hiring of instructional staff shall further comply with 20-A MRSA § 13201. In addition, the superintendent shall develop procedural checklists based on regulation GCF-R and best legal advice to ensure compliance with GCF-R. These policies, regulations and guidelines will be used for all staff hires.

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 Superintendentcy, the Board shall review the process, adapting as appropriate.

Upon selection of a candidate for any instructional, administrative or central office staff that interfaces with the board (as defined in Table 1 in GCF-R) 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. Support staff and non-board interacting central office staff may be hired by the superintendent without board approval so long as the search was conducted in accordance with this policy and policies referenced herein. 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, the superintendent and board chair may call a special meeting to approve the hire.

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: 6/23/2020