

Jefferson School Committee

Hiring of Professional Staff  
Administrative Guidelines

To aid in obtaining the best available staff members for the school, the Committee adopts the following criteria that shall be used in the selection process for initial employment:

1. Candidates for teaching positions must hold a valid Maine teaching certificate; and where applicable indicate how they will achieve HQT (Highly Qualified Teacher) status, if not already achieved. All newly hired staff will not be allowed to enter / work within Jefferson Village School until CHRC fingerprinting has occurred and certification application status has been confirmed in writing from the Maine Department of Education Office of Certification.
  - a. Should a certified/CHRC approved teacher not be approved for the position, the position will be filled on a temporary basis by an approved substitute teacher qualified for the position until certification /CHRC approval can be achieved by the recommended candidate.
2. The administrator will select a committee comprised of a teacher(s), a parent(s)/community member(s), and a school committee member (no more than two) to participate in the screening and interviewing of candidates for any teaching position.
3. Prospective candidates will complete a written response to a prompt to determine his/her ability to think, organize their thoughts, and communicate them.
4. The top candidates for any position may be required to demonstrate his/her ability by teaching at the level of his/her position.
5. The interview committee will recommend up to two (2) candidates for consideration and interview by the Superintendent and/or his /her designee.
6. The Superintendent will nominate to the Jefferson School Committee one candidate for approval; while also providing confirmation of certification / CHRC status and prior education and experience highlights.
7. Based on the above interview and selection process, the School Committee will:
  - a. Entertain the Superintendent's nomination of one candidate who may meet with the Jefferson School Committee at which time the candidate's appointment may be approved or rejected; if approved the Superintendent may (or may not) complete the hiring process by offering an employment agreement; or
  - b. Request a different candidate be brought forward for consideration; or
  - c. If no candidate is selected, instruct the Superintendent and Administration as to how to proceed with all time lines for acting on another candidate's nomination.