

**JEFFERSON SCHOOL COMMITTEE
POLICY**

PROFESSIONAL STAFF HIRING

Through its employment policies, the Jefferson School Committee shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending our public school.

It is the responsibility of the Jefferson School Committee (JSC) with the recommendation of the Superintendent and Principal to determine the personnel needs of the school. Upon determination of need, and with direction of the JSC it will be the responsibility of the Superintendent to locate suitable candidates to recommend to the Committee for employment.

Through effective administrative procedures, the Superintendent shall recruit and recommend to the Jefferson School Committee the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It shall be the responsibility of the Superintendent to see that persons nominated for employment in the school shall meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines shall be followed in the selection of personnel:

- A. There shall be no illegal discrimination in the hiring process.
- B. Interviewing and selection procedures shall assure that an administrator has the opportunity to aid in the selection of any staff member who will work under his/her supervision.
- C. No candidate shall be nominated without a personal interview with the interview committee.
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the unit. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- E. The Superintendent shall nominate all teachers, subject to such regulations governing salaries and qualifications of teacher as the school committee makes. The Jefferson School Committee may accept or reject a nomination. Upon the approval of nominations by the school committee, the Superintendent may employ teachers so nominated and approved for such terms as the Superintendent determines proper, subject to the approval of the school committee. In case of a rejection, the Jefferson School Committee will instruct the Superintendent how to proceed.

Approved Revisions, 6/6/2016

**GCF
(434)**

Legal Reference: 20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action GBJC -
Retention of Application Materials

Adopted: September 24, 1996

Revised: June 6, 2016