

## **Recruitment And Selection**

The district shall employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position including all essential and marginal functions and duties of each position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin, medical condition, disability, or sexual orientation of a person seeking employment. Questions regarding disability shall not be asked.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111.1/4211.1/4311.1 - Affirmative Action)

(cf. 4032 - Reasonable Accommodations)

District employment practices shall not discriminate against legal noncitizens residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of designee's recommended candidate who may be elected or rejected by the Board. If the Superintendent or designee. The Board shall be presented with the Superintendent or candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board elects someone to fill the position. The Board shall make the final decision on the election of all employees new to the district.

Following consultation with the Board, the Superintendent has full authority to promote, demote, transfer and reassign management, supervisory and confidential personnel, whether certificated or classified; therefore, consistent with Board Policy 4313.2, the provisions of this policy do not apply to the promotion, demotion, transfer or reassignment of existing management, supervisory or confidential personnel.

(cf. 4313.2 - Promotion/Demotion/Reassignment)

Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44735 Incentive grants for recruiting teachers for low-performing schools

44740-44741 Personnel Management Assistance Teams

44750-44754.5 Regional teacher recruitment centers

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45138 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:

12940-12956 Discrimination prohibited; unlawful practices

#### UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

CalTeach: <http://www.calteach.org>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: August 24, 1995 Fresno, California

revised: June 26, 1997

reviewed: April 25, 2001

revised: March 10, 2004