

M.S.A.D. #30

HIRING

GCD, GDD

The M.S.A.D. #30 Board of Directors believes that we must always hire the best qualified person to fill any position that is vacant. The board directs the superintendent to develop guidelines and procedures that will ensure that the best people are hired for open positions. These should include appropriate advertising, screening of applications, interviews, and notifications. The board will review these guidelines and procedures at least annually.

Superintendent: The responsibility for selection of superintendent rests with the joint M.S.A.D. #30/Union #110 Board.

Principal: The superintendent and personnel sub-committee shall find the best possible person to fill administrative positions. Staff members may be included in the process.

Certified teachers: The superintendent is responsible to nominate a specific teacher for open positions. The superintendent shall make his recommendation and back-up data known to the board prior to his nomination.

Non-certified hourly personnel: The superintendent of schools is responsible for the hiring of all non-certified hourly personnel subject to board approval. He shall notify the board who has applied and give board opportunity for input at the next regular meeting of the board of directors. This includes coaches.

The personnel sub-committee may only review in the office of the superintendent of schools applications of applicants to be interviewed for positions. The personnel sub-committee shall be notified of all interviews. Personnel sub-committee members may participate in all interviews.

The applications for positions in M.S.A.D. #30 can only be reviewed in the office of the superintendent of schools by the personnel subcommittee and/or by the full board as a sitting board, in executive session, not by individual board members.

ORIGINALLY APPROVED: 11/28/89.

AMENDED BY THE BOARD ON: 11/26/91.

AMENDED BY THE BOARD ON: 08/31/93.

HIRING
Process

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Discussion was held on the hiring policy. It was suggested that the superintendent write up procedures for that process. The following procedures should be followed in the hiring process whenever possible.

- a. Advertise to include a closing date.
- b. Notification of receipt of materials.
- c. Paper screening and reference check by the administration (district principal, superintendent).
- d. Notification to the personnel committee.
- e. Notification to the finalists.
- f. Schedule interviews.
- g. Interviews of the finalists with the personnel sub-committee (to include board members who are members of the personnel sub-committee, administration.) The interviews should be planned with consideration for the greatest number of individuals to be included during the interviews. Each candidate should have the same questions asked of them.
- h. Comments are to be made to the superintendent by the committee on candidates interviewed.

ORIGINALLY APPROVED: 10/2/90.
AMENDED BY THE BOARD ON: 11/26/91.
AMENDED BY THE BOARD ON: 8/31/93.