

**M.S.A.D. #30
PROFESSIONAL STAFF HIRING**

GCF

Through its employment policies, the M.S.A.D. #30 Board of Directors 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 schools.

It is the responsibility of the Superintendent of Schools and of persons to whom he/she delegates this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to the M.S.A.D. #30 Board of Directors for employment. Through effective administrative procedures, the Superintendent of Schools shall recruit and recommend to the M.S.A.D. #30 Board of Directors 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 duty of the Superintendent of Schools to see that persons for employment in the schools shall meet all certification requirements and the requirements of the M.S.A.D. #30 Board of Directors for the type of position for which the nomination is made.

The following guidelines shall be used 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 members who will work under his/her supervision;
- C. No candidate shall be hired without a personal interview;
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the unit. In each instance, the Superintendent of Schools and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- E. While the M.S.A.D. #30 Board of Directors may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent of Schools. In the case of a rejection, it is the duty of the Superintendent of Schools to make another nomination.

Legal Reference: 20-A MRSA § et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

Approved as Policy GCF - Professional Staff Hiring: