

Perris Union HSD

Board Policy

Recruitment And Selection

<u>All Personnel</u>	BP 4111(a)
	4211
<u>RECRUITMENT AND SELECTION</u>	4311

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission ~~to provide high-quality education to its students,~~ and ~~to ensure the efficiency of district operations~~ goals.

(cf. 0000 - Vision)

(cf. ~~0100~~0200 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop equitable, fair, ~~open~~, and transparent recruitment and selection processes and procedures ~~which~~that ensure ~~that~~ individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. ~~4031 - Complaints Concerning Discrimination in Employment~~)

(~~cf. 4032 - Reasonable Accommodation~~)

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

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she ~~also~~ shall also disseminate job announcements to ensure a wide range of candidates.

~~With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.~~

(~~cf. 4113 - Assignment~~)

The district's selection procedures shall include screening processes, interviews, ~~observations,~~ and recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

(cf. ~~4112.61/4212.61/4312.61~~ - Employment References)

The Superintendent or designee may establish an interview committee, ~~as appropriate~~, to rank candidates and recommend finalists. During job interviews, applicants may be asked to

describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

~~During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.~~ No inquiry shall be made with regard to any **category of discrimination information** prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law; or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. ~~No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.~~

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)

(cf. 4112.23 - Special Education Staff)

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

~~41530-41533 Professional Development Block Grant~~

35035 Responsibilities of superintendent

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

~~44735 Teaching as a Priority block grant~~

~~44740-44741 Personnel management assistance teams~~

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re: residency

45103-45139 *Employment (classified employees)*
49406 *Examination for tuberculosis*
GOVERNMENT CODE
815.2 *Liability of public entities and public employees*
6250-6276.48 Public Records Act
12900-12996 *Fair Employment and Housing Act, including:*
12940-~~12956~~12957 *Discrimination prohibited; unlawful practices*
HEALTH AND SAFETY CODE
53570-53574 Teacher Housing Act of 2016
LABOR CODE
432.3 Salary information
UNITED STATES CODE, TITLE 5
552 Freedom of Information Act
UNITED STATES CODE, TITLE 8
1324a *Unlawful employment of aliens*
1324b *Unfair immigration related employment practices*
UNITED STATES CODE, TITLE 20
1681-1688 Title IX prohibition against discrimination
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*
CODE OF FEDERAL REGULATIONS, TITLE 34
106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities
COURT DECISIONS
C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS
Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017
WEB SITES
California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>
California Department of Education: <https://www.cde.ca.gov>
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Education Job Opportunities Information Network: <http://www.edjoin.org>
Teach USA: <http://www.calteach><https://culturalvistas.org/programs/us/teach-usa>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy
adopted: March 19, 2014
revised: Pending Board Adoption May 2018

PERRIS UNION HIGH SCHOOL DISTRICT
Perris, California