GCF - Professional Staff Hiring

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

It is the responsibility of the Superintendent 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 Board for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to the Board the employment and retention of personnel.

It shall be the duty of the Superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board 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. Any person involved in the interview process for potential candidates must participate in the Unconscious Bias in Hiring training prior to any interviews.

C. 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.

D. No candidate shall be hired without a personal interview.

E. 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

F. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

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

Cross References: AC - Non-Discrimination/Equal Opportunity and Affirmative Action

GBJC - Retention of Application Materials

GCJ - Professional Staff Probation and Continuing Teacher Contracts

GCOA - Supervision and Evaluation of Professional Staff

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