

## **RECRUITING AND HIRING OF ADMINISTRATIVE STAFF**

### **ADMINISTRATIVE PROCEDURES**

These procedures implement board policy GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

#### **A. Job Description Development/Review**

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Executive Director/designee is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

#### **B. Recruitment**

To attract a strong pool of qualified candidates, the Executive Director/designee is to advertise (except in the circumstances described in K below) by:

1. Posting notice internally of the vacancy within CRCS;
2. Placing a display advertisement in appropriate print and electronic media; and
3. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

#### **C. Screening**

To ensure that a fair and efficient screening process will occur, the Executive Director/designee will

1. Ensure that all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate; and

6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description.

#### D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Executive Director/designee is to:

1. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

#### E. Selection

The interview panel is to:

##### Interview Panel Selection/Board of Directors

1. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description;
2. Provide equal opportunity for the candidates to respond to the same questions/questioners;
3. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each;
4. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
5. Review the material on the finalist candidates to determine whether additional information is needed; Select the most qualified candidate who fits the criteria and the duties and responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or, reject all finalists, re-open the position and begin the process anew);
6. Have any further reference checks made, as appropriate.

#### F. Nomination/Employment

1. Executive Director (or designee) notifies and obtains agreement of the successful candidate, pending board approval when applicable.
2. Inform the interview panel; and
3. In accordance with state law and local policies, move forward with the employment process; (a) For facilitator (teacher) or school principal positions,

nominate to the School Board for approval, (2) For all other positions, employ and notify the School Board of the new hire.

#### G. Notification

Notify the other candidates interviewed and applicants not selected for an interview that position has been filled.

#### H. Orientation and Support

To ensure that the newly hired candidate is provided with the proper information about the system and job expectations, the Executive Director/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of CRCS.

#### I. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the Executive Director is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

#### J. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20-A, 6101). The Board is to assume responsibility through the Executive Director for providing adequate orientation at appropriate stages for the process, including at the completion.

#### K. Hiring of Current Employees

The school unit may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill an administrative position only if the Executive Director, after consultation with the Board of Directors, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Adopted: 9/12/2012

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