

REGIONAL SCHOOL UNIT No. 67

PROFESSIONAL STAFF HIRING PROCEDURES

A. Job Description Development/Review

The employer will:

1. Conduct a review of the job description with input from those people affected by the position to ensure that the information contained in it is relevant to the position;
2. Develop the criteria (skills, knowledge, and abilities) required to perform the duties and responsibilities of the position; and
3. Determine the minimum qualifications (training, education, and experience) for the position.

B. Recruitment

The employer will

1. post notification of job vacancy internally; consistent with the local collective bargaining agreement;
2. advertise to attract a wide pool of candidates:
 - a. Advertise for employment vacancies will be in the local newspaper, unless the vacancy has been deemed appropriate to receive statewide emphasis,
 - b. If the position is deemed appropriate, notice of the vacancy will receive wide media coverage with at least one statewide ad and with emphasis on media, which targets underutilized classes as identified in the local affirmative action plan; and
3. the school unit may forego one or more of the steps set forth in this process, should the vacancy be filled by an internal candidate transferring to the vacancy.

C. Screening

The Supervisor will

1. provide orientation on confidentiality, equity issues and perceived conflicts of interest to screeners, and sign confidentiality form;
2. eliminate all candidates who do not meet the minimum qualifications;
3. ensure that all applications are reviewed by an administrator as well as at least one more administrator and/or faculty member;
4. conduct a preliminary reference check, if appropriate; and
5. 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.

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D. Interviewing

The employer will

1. conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues and sign confidentiality form.
2. appoint an interview panel, unless exigent condition does not permit, with representation from various groups with whom the position will work on a regular basis;
3. provide orientation to the panel on the process, the weighing of criteria and the nomination/hiring procedure; and

The interview panel will

1. design interview questions that match the duties and responsibilities of the position and the criteria; and
2. provide the opportunity for each candidate to respond to the same questions.

E. Selection

The interview panel will

1. assess each candidate on the same basis, including the criteria and the job description; and
2. submit a selection report to the employer.

F. Nomination/Employment

The employer will

1. contact several references to check perceived strengths and weaknesses of the candidate (s);
2. review the material on the selected candidate (s) to determine whether additional information is needed;
3. inform the interview panel;
4. nominate the selected candidate in accordance with local policies; and
5. refer the candidate to the Superintendent for a final interview with the completed New Personnel Recommendation Form (GCF-E)

G. Notification

The Superintendent will

1. offer the position to the selected candidate; and
2. notify unsuccessful candidates once acceptance is assured.

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H. Orientation and Support

The employer will provide an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of R.S.U. No. 67.

I. Record Keeping

The superintendent will provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interview process, as well as hiring statistics for R,S,U. No. 67 for a period of three (3) years.

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

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
GBJF- Retention of Application Material
GCF – Professional Staff Hiring

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