

GCE-R1 Staff Recruitment Procedures

File: GCE-R1

STAFF RECRUITMENT PROCEDURES

A. When job openings develop, the building level administrators and appropriate staff will develop, in writing, a job description which includes goals and job expectations. Notice of vacancy, containing the name of the position, the general duties and the clearly stated pre-requisites concerning training and experience will be posted.

1. Notice of a vacancy will be forwarded to the Sagadahoc Education Association (SEA) per the negotiated agreement.
2. Notice of a vacancy will be posted on the school bulletin board so that "local" persons, meeting the pre-requisites, will be able to submit applications.
3. Notice of vacancy will be forwarded to newspapers, placement bureaus and the Maine Department of Education whenever appropriate.

B. It is expected that all applicants will be certified or eligible for certification prior to the effective date of employment; if the position is one for which certification requirements have been established.

C. Applicants will complete the prescribed application form and will forward all credentials and references requested to the office of the Superintendent of Schools.

D. Personnel files for district-wide positions are not to be taken from the Central Office. Personnel files for building level positions are to be signed out and returned by the building principal. Appropriate forms are available from the superintendent's secretary.

E. Application forms which are reviewed as part of the screening and/or interview process must be dated, initialed and rated by all who participate in the screening and interviewing process. A copy of any job notification sent to an applicant is to be placed in the applicant's file. Please record date of entry and initial on page four of the application form.

F. Initial screening of applicant files will be performed by the superintendent and/or his/her designees, as determined by the superintendent, and the candidates not to be given further consideration will be so notified.

*These guidelines shall apply to the recruitment, nomination and appointment of all certified staff and shall apply to the appointment of all non-certified staff, when appropriate.

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