

# GCE Recruitment, Nomination and Appointment of Staff

File: GCE

RECRUITMENT, NOMINATION AND APPOINTMENT OF STAFF A. The board shall attempt to attract, secure and hold the highest qualified personnel for all positions. The selection program shall be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending the public schools. B. It is the responsibility of the Superintendent and his/her designees to determine the personnel needs of the school system and to locate candidates to nominate for employment by the board. Through effective administrative procedures the superintendent shall attract and nominate personnel who are motivated to do their best work and to be creative from their own inner resources. C. It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements, health requirements, and requirements of the board for the type of position for which the nomination is made. D. The following guidelines shall be used in the selection of personnel:

1. The schools shall ensure equal employment opportunity/educational opportunities, affirmative action, regardless of race, sex, color, national origin, religion, marital status, age or disability.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience. Concerted efforts shall be exerted to maintain a variation in the staff.
3. The administrator(s) who is/are directly responsible for the work of a staff member(s) will participate at all levels of the screening, interviewing, selection process; however, the final selection shall be made or approved by the superintendent.
4. No candidates shall be hired without a personal interview, and wherever practical, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.
6. While the board may accept or reject a nomination, an appointment shall be valid only when nominated by the superintendent. E. The Superintendent of Schools has the right to consider related outside experience of new employees for initial placement on the salary scale. Legal Reference: TITLE S0A MRSA SEC. 13201 ET SEQ. Adopted: March 16, 1981 Revised: May 11, 1992; June 12, 1995; February 12, 2007

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