

X   **Monitored**

  X   **Mandated**

  X   **Other Reasons**

**POLICY**

RECRUITMENT, SELECTION AND HIRING

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the chief school administrator and/or designee shall have the responsibility of locating and recruiting the best-qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The chief school administrator and/or designee shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the board for programs in the district supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the chief school administrator and/or designee to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The chief school administrator and/or designee shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The chief school administrator and/or designee in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The chief school administrator may appoint a person to fill a sudden vacancy subject to ratification of that action by the board at the next board meeting, and may appoint substitute teachers in accordance with this policy post.

## RECRUITMENT, SELECTION, AND HIRING (Continued)

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

### **Legal References:**

<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-5	Inquiry as to religion and religious tests prohibited
<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
<u>N.J.S.A.</u> 18A:6-7.1, -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-76.1	Deadline for notification to students of requirements of provisional certificate and induction program ...
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:13-40	General powers and duties of board of newly created regional districts
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:26-1, -1.1,-2	Citizenship of teachers, etc. ...
<u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u>	Employment and Contracts
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:27-4.1	
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6:3-1.4	Local district responsibility for employment of staff
<u>N.J.A.C.</u> 6:3-1.5	Support residencies for regularly certified, inexperienced first-year principals
<u>N.J.A.C.</u> 6:3-1.6	Reporting and staffing of school districts
<u>N.J.A.C.</u> 6:3-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6:4-1.3	Policy development
<u>N.J.A.C.</u> 6:4-1.6	Employment/contract practices
<u>N.J.A.C.</u> 6:11-4.1 <u>et seq.</u>	Types of Certificates
<u>N.J.A.C.</u> 6:11-5.1 <u>et seq.</u>	Requirements for Instructional Certification
<u>N.J.A.C.</u> 6:11-8.1 <u>et seq.</u>	Exceptions for the Requirements for the Instructional Certificate
<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for Administrative Certification
<u>N.J.A.C.</u> 6A:24-1.1 <u>et seq.</u>	Urban Education Reform in the Abbott Districts
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:24-1.4, 2.2, 3.2, 3.3	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
42 <u>U.S.C.A.</u> 2000e <u>et seq.</u>	Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
29 <u>U.S.C.A.</u> 794 <u>et seq.</u>	Section 504 of the Rehabilitation Act of 1973
8 <u>U.S.C.A.</u> 1100 <u>et seq.</u>	Immigration Reform and Control Act of 1986
42 <u>U.S.C.A.</u> 12101 <u>et seq.</u>	Americans with Disabilities Act (ADA)

RECRUITMENT, SELECTION AND HIRING  
Legal References (Continued)

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Manual for the Evaluation of Local School Districts (August 2000)

Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003,  
New Jersey State Department of Education Division of Student Services Office  
of Bilingual Education and Equity Issues

**Cross References:**

2130 Administrative staff  
2131 Chief school administrator  
4000 Concepts and roles in personnel  
4111.1 Nondiscrimination/affirmative action  
4112.2 Certification  
4112.4 Employee health  
4112.5 Criminal history check  
4112.6 Personnel records  
4112.8 Nepotism  
4121 Substitute teachers  
4222 Non-instructional aides  
5120 Assessment of individual needs  
6010 Goals and objectives

**Key Words**

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check

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