

RECRUITMENT, SELECTION AND HIRING OF ADMINISTRATIVE
PERSONNEL

It being the official policy of the Lyndhurst Board of Education to recruit the best qualified candidates available for administrative positions in the Lyndhurst School System, the guidelines shall be as follows:

I. GUIDELINE OBJECTIVES

- A. The Board charges the Superintendent of Schools with establishing procedures for the recruitment, selection and placement of candidates that assure the development of a highly qualified staff.
- B. Appointment to all positions shall be made by the Board of Education acting upon the recommendation of the Superintendent.
- C. The Superintendent's recommendations will be in conformity with statutory requirements.

II. PROCEDURAL GUIDELINES

- A. When an administrative vacancy occurs (or a need for a new position develops), the Superintendent shall so inform the Board and shall recommend that a replacement or a new appointment be sought. The Superintendent shall also make a recommendation concerning the necessary qualifications for the position. The Superintendent's recommendations will take effect upon approval by the Board. Exception to this process will occur when there is an abolition of an administrative position with a resultant transfer of administrative personnel.
- B. The applicant screening process to be used for administrative positions will include, but will not be limited to the following:
 - 1. Diversity of staff shall be sought by placing announcements with publications having a wide geographic distribution.



2. The School/Community Committee shall be convened when a vacancy occurs for Superintendent of Schools, High School Principal, High School Vice Principal or Elementary School Principal. They shall conduct initial interviews. This committee shall be made up as follows:

- a. Six parents, one from each elementary school (with children currently in school)
- b. One teacher
- c. Assistant Superintendent

The individuals listed above will be selected at random. The School/Community Committee will be chaired by one of the members and shall sit as often as necessary to meet and assess the candidate. The committee shall establish rules for its proceedings and submit them to the Superintendent for approval. This Committee shall serve only in advisory capacity.

The member of the School/Community Committee shall select from among the candidates at least three persons whom they can submit to the Superintendent of Schools. The Superintendent may select any additional number of candidates in addition to those submitted by the committee.

Written evaluative comments will be submitted to the Superintendent.

3. Members of the Interviewing Committee cannot nor will become applicants for the position.
4. The Superintendent of Schools or his/her designee will conduct personal interviews with each candidate submitted by the Committee. The Superintendent will recommend not more than three candidates to the Board of Education.

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5. The Board of Education will interview each finalist, and request the Superintendent's final recommendation before making the selection for the vacant post.
6. Final authority and responsibility for all recommendations rests with the Superintendent of Schools.
7. Should the position Superintendent become vacant, the Board of Education shall assume the responsibilities of the Superintendent in the making of this selection.

Date: March 13, 1989

Revised: January 23, 1996

Revised: August 20, 2002

Revised: June 1, 2007

Revised: June 13, 2007

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 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 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.

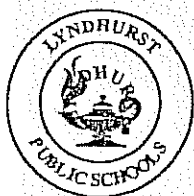
It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of 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, domestic partnership 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 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 in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

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.



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RECRUITMENT, SELECTION AND HIRING (continued)

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.

Date: Revised: May 16, 2007

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.