

RECRUITMENT, SELECTION AND HIRING

The board of education must approve the employment of support staff in regular positions. The responsibility for recruitment and interviewing for employment shall be delegated to the chief school administrator in accordance with the following:

- A. There will be no discrimination in the employment process in 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, or nationality and/or actual work experience in the vacant position, and an acceptable level of proficiency.
  
- B. 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 initiation of a criminal history check and proof of citizenship or eligible alien status.

The employment of any candidate is not official until the contract is approved by the board of education and signed by the candidate. It shall be the responsibility of the chief school administrator to communicate this fact to all candidates.

The chief school administrator may make temporary appointments in emergency situations. These must be ratified by the board at the next regular meeting.

Date: January 10, 1984

Revised: August 12, 1996



RECRUITMENT, SELECTION AND HIRING

Legal References: N.J.S.A. 10:5 Law Against  
Discrimination  
N.J.S.A. 18A:6-7.1 Criminal history  
record; employee  
in regular contact  
with pupils; grounds  
for disqualification  
from employment  
N.J.S.A. 18A:6-76.1 Deadline for  
notification to  
students of require-  
ments of provisional  
certificate and  
induction program  
N.J.S.A. 188A:7A-5 Major elements;  
guidelines  
See particularly:  
N.J.S.A. 18A:7A-5f,g  
N.J.S.A. 18A:11-1 General mandatory  
powers and duties  
Officers and  
employees in general  
N.J.S.A. 18A:16-1 Power of boards of  
education to make  
rules governing  
employment of  
teacher, etc.;  
employment there-  
under  
N.J.S.A. 18A:39-17 Names, social  
through -20 security numbers,  
and certification  
of bus driver's  
license and criminal  
background check ...  
N.J.S.A. 18A:54-20 Powers of board  
county vocational  
schools  
N.J.S.A. 39:3-10.1 Driver of motor  
vehicle or trackless  
trolley with  
capacity over six  
passengers; special  
license

RECRUITMENT, SELECTION AND HIRINGLegal References (continued)

<u>N.J.A.C.</u> 6:4-1.3(b)	Policy development
<u>N.J.A.C.</u> 6:4-1.6	Employment/contract practices

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Possible

<u>Cross References:</u>	*2131	Chief school administrator
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	4000	Concepts and roles in personnel
	4010	Goals and objectives
	*4211.1	Nondiscrimination/affirmative action
	*4212.4	Employee health
	4212.5	Criminal history check
	*4212.6	Personnel records
	*4212.8	Nepotism
	*4219.23	Employee substance abuse
	*4222	Noninstructional aides
	*6010	Goals and objectives
	9123	Appointment of board secretary
	9124	Appointment of business official

\*Indicates policy is included in the Critical Policy Reference Manual.

LYNDHURST BOARD OF EDUCATION  
Lyndhurst, New Jersey 07071  
Regulation

File Code: 4211

RECRUITMENT, SELECTION AND HIRING

Secretaries will be appointed subject to the following qualifications and recommendations of the School Business Administrator/Board Secretary.

The minimum requirements are:

1. High school diploma or equivalent training
2. Minimum of two years related work experience
3. Good typing, computer and word processing skills
4. Excellent Business English skills
5. Knowledge of office equipment and efficient office procedures
6. Basic knowledge of shorthand or ability to transcribe dictations
7. Good telephone skills and ability to communicate effectively
8. Required criminal history check and proof of U.S. citizenship or resident alien status

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