

Personnel

Recruitment and Selection

The Governing Board desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately define functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex
[44066](#) Limitations on certification requirement
[44259](#) Teaching credential; exception; designated subjects; minimum requirements
[44735](#) Incentive grants for recruiting teachers for low-performing schools
[44750-44754.5](#) Regional teacher recruitment centers
[44830-44831](#) Employment of certificated persons
[44858](#) Age or marital status in certificated positions
[44859](#) Prohibition against certain rules and regulations re residency
[45103-45138](#) Employment (classified employees)
[49406](#) Examination for tuberculosis
[52051](#) Academic Performance Index

GOVERNMENT CODE

[12900-12996](#) Fair Employment and Housing Act, including:
[12940-12956](#) Discrimination prohibited; unlawful practices
UNITED STATES CODE, TITLE 8
1324a Unlawful employment of aliens
1324b Unfair immigration related practices
UNITED STATES CODE, TITLE 42
[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964
[2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended
[2000h-2-2000h-6](#) Title IX, 1972 Education Act Amendments
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
[35.101-35.190](#) Americans with Disabilities Act