

PROFESSIONAL PERSONNEL SELECTION STANDARDS AND PROCEDURES

NEPN/NSBA CODE: GCDK

Regional School Unit 78 believes that a careful evaluation and review of every step of the professional employee selection process is necessary to ensure that job requirements, hiring standards, and methods of selection and placement do not discriminate. As such, the following guidelines are established:

1. Write a job description or use the existing job description.
2. Post the vacancy internally in accordance with the Collective Bargaining Agreement. The Superintendent's office will establish a common location for posting all employment opportunities.
3. Advertise the vacancy on the internet, or in two or more newspapers, one of which must have district, regional, and, when appropriate, state coverage i.e., Bangor Daily News (Weekend edition), or Portland Sunday Telegram. Establish and publish in the ad a closing deadline for all applications.
4. Have all applicants complete a formal application. The Superintendent's office shall be responsible for issuing and collecting applications. Copies of these applications will be provided to the interviewing committee (see below) and the originals will be kept on file in the Superintendent's Office.
5. Select the Interview Committee members. Whenever practical, the Interview Committee will be comprised of at least three individuals representing administrators, and faculty. The Principal and/or the Superintendent shall serve as the Chair of the Interview Committee. In addition, every effort will be made to include parents, community members, and students (when appropriate) on these interviewing committees.
6. Establish parameters/criteria to determine qualifications and specify occupational requirements.
7. Evaluate and assess the resumes and pool of candidates. Interview Committee Members will evaluate the applicant's resume based on the predetermined job-related parameters. (See #6 above)
8. Select three or more applicants for a face-to-face interview. These candidates will be contacted by the Chair of the Interviewing Committee who will schedule an interview with the Interview Committee. All other candidates will be notified of the decision not to interview via a letter sent by the Superintendent's Office, thanking those individuals for their interest in the Rangeley Lakes Regional School.

9. Initiate a reference check of the candidates being interviewed. All references listed are to be contacted. One contact must be the current supervisor that the candidate has listed for references in order to solicit direct recommendations. These contacts will be made by the Chair of the Interview Committee, or his/her designee. Comments will be recorded and information shared with members of the Interview Committee. Each candidate to be interviewed must also provide the following credentials: An official document stating the candidate's graduation date and type of degree granted; A teaching certificate that certifies that the person is licensed to teach in the schools in Maine within the limitations of that certificate. Prove that finger printing has occurred or provide date on which it will occur.
10. Conduct a structured screening interview:
Interview Committee members will meet prior to the interview to establish a format for questioning candidates and to standardize the sequence of questions to be utilized during each interview. The Interview Committee is also to be given specific instruction that they are only screening and recommending candidates to the Superintendent for possible nomination.
After meeting with the Interview Committee to establish a consensus list of acceptable candidates to be considered for employment by the Superintendent, the Chair of the Interview Committee will submit recommendations to the Superintendent.
11. Conduct a criminal record check of all candidates selected as finalists for the position. Finalists will be required to sign a consent form. Forms will be provided by the Superintendent's office. Completed record checks will be placed in the successful candidate's personnel folder. All others will be destroyed.
12. Conduct final interviews. This will be done by the Superintendent.
13. Make the decision to hire. Once the Superintendent has chosen his/her nominee, he/she will forward in writing to the Board the name of the candidate to be nominated for employment.
14. Send, upon Superintendent's employment decision, a contract of employment to the prospective employee within two weeks after the Board has approved the Superintendent's recommendations for employment. Candidates interviewed but not employed will be notified by mail.
15. File all information acquired during the selection process in the Superintendent's Office.

Cross Reference: GBJC: Retention of Application Materials Adopted: March 28, 2006

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