

Policy Concerning Hiring of Support Personnel

All personnel recruitment and hiring will be according to the existing Affirmative Action Plans adopted by the School Committees.

1. Recruitment

The School Committee reaffirms its desire to hire the best qualified person for any position within the system. Through recruiting, every effort will be made to insure that qualified people will be encouraged to apply and given opportunity to be hired.

2. Selection

The School Committee will use only minimum job-related criteria in advertising for positions.

3. Forms

The School Committee will not use any forms which have unnecessary or irrelevant items listed on them or which questions areas not allowed by law.

4. Job Descriptions

Job descriptions will be in keeping with the Affirmative Action Plan.

In addition to the Affirmative Action Policies, hiring of support personnel will fall under the Employment Policies on Support Staff approved by the school committees section named Hiring.

In addition to completing all necessary paperwork, full time, school year, and part time employees will be given a job description at the time of the interview.

No new nomination shall be submitted without having been given at least one personal, comprehensive interview, and only after thorough reference and background checks, including a Maine criminal records check.

Confirmation of employment must be in writing and include a confirmation of job, rate of pay, scheduled hours of work, the name of his/her immediate supervisor and a copy of this policy. Benefits begin as soon as they can be arranged and end with termination or change in status; for example, going from full time to part time.

Adopted: Blue Hill School Committee 11/08/1995

Amended: Blue Hill School Committee 3/13/1996

Amended: Blue Hill School Committee 6/8/2005

Procedures for Recruiting, Hiring, and Accepting Resignations of Support Personnel

1. The superintendent of schools and/or his/her designee (i.e. principal or certified administrator) will do all recruiting, checking references, hiring, and all paperwork related to personnel acquisition. The superintendent may request the assistance of a committee to help in screening candidates.
2. The principal or other administrator will recommend to the superintendent of schools the person he/she feels best qualified for the position. The board may interview finalists and approve or disapprove superintendent nomination(s). The board delegates the hiring, firing, and accepting resignations of this category of employees to the Superintendent of Schools. The superintendent will hire the best candidate according to board guidelines regarding salary and benefits after notifying the board of selection.
3. The superintendent shall formally report to the board in a timely fashion as to support staff hirings and other personnel decisions in this category, so that the board remains fully informed of employment, processes and decisions.

Adopted: Blue Hill School Committee – 11/8/1995

Amended: Blue Hill School Committee -3/13/1996

Amended: Blue Hill School Committee – (10/9/02 – 08/31/03)

Amended: Blue Hill School Committee – (6/9/05-8/31/-06)

Amended: Blue Hill School Committee – (6/9/05-8/13/07)

Amended: Blue Hill School Committee – 11/14/07

Amended: Blue Hill School Committee – 2/13/08