

**RECRUITING AND HIRING OF TEACHING STAFF    8100D.1**  
**ADMINISTRATIVE PROCEDURE**

These procedures are intended to establish a thorough, efficient, and nondiscriminatory practice for recruiting and hiring the most qualified candidates for teaching positions at the Blue Hill Consolidated School.

I. The Superintendent will accept a letter of resignation from the previous teaching position holder, the previous position holder's contract may not be renewed, or the School Board may create a new teaching position, creating a vacancy.

II. Recruiting

A. Job Description Development/Review

To ensure that a written description of the vacant position accurately represents the current function and needs, the Superintendent/designee is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position and the Board;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties and responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee will advertise (except in circumstances described in E.) by:

1. Posting notice of the vacancy within the Blue Hill Consolidated School, School Union 93 and on [servingschools.com](http://servingschools.com);
2. Placing a display advertisement in local print media;
3. Identifying and notifying other possible sources of potential candidates including educational programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education; and
4. The School Board will be notified of places where postings have been made.

III. Screening, Interviewing, and Selection

A. To ensure that a fair, legal and efficient **screening** process will occur, the Principal/designee will:

1. Ensure that all applications are reviewed by more than one individual, with attention given to the criteria and qualifications in the job description;

2. Appoint a screening and interview committee that is representative and shall include:
  - a. The Principal (Superintendent, if the Principal is not available);
  - b. Two Board members;
  - c. Two teachers; and
  - d. Two parent/community members.

3. When parent/community members are needed for the committee, the Principal will solicit interest through the school newsletter and via email. It will be the intent of the Principal not to choose the same parent/community members over and over.

Once chosen, screening/interview committee members must attend all meetings and interviews. Relatives of applicants will not serve on the screening/interview committee.

4. Provide orientation for the screening and interview committee on the process including the function and extent of responsibility of the committee and the nominating/hiring procedure;

5. Conduct training to ensure that committee members are aware of the legal aspects of interviewing including confidentiality and equity issues;

6. Eliminate all candidates who do not meet the minimum qualifications;

7. Ensure that the screening and interview committee selects candidates to interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge, and abilities outlined in the job description;

8. Notify applicants not selected for an interview;

9. See that the screening and interview committee designs questions which match the criteria and the duties/responsibilities outlined in the job description. The Principal/designee will assemble a typed list of interview questions derived from past teacher interviews and new questions generated by the committee. The school will keep a file of past interview questions to work from;

10. Ensure equal opportunity for the candidates to respond to the same questions;

11. See that each candidate gets a tour of the school, if appropriate.

B. To ensure that a fair, legal and efficient **interviewing and selection** process will occur, the Principal/designee will:

1. Contact the candidates to be interviewed, set up a schedule and inform the committee members;

2. No more than four (4) interviews should be scheduled in one day and should last no longer than 45 minutes. Before the candidate leaves, the Principal should give each candidate an indication of the hiring decision timetable.

3. Convene the screening/interview committee 15 minutes before interviews begin;

4. Ensure that discussion of candidates occurs after the day's interviews have concluded;
5. Seek consensus from the committee as to their preferred candidate keeping in mind that a second interview may be appropriate;
6. Check the preferred candidate's references and make a recommendation to the Superintendent.

#### IV. Nomination and Employment

##### A. The Superintendent will:

1. Select the most qualified candidate based on his/her judgement and the recommendation of the screening and interview committee or, reject all candidates, reopen the position and begin the process again;
2. Notify and obtain agreement of the successful candidate to accept the position, pending Board approval;
3. Nominate and employ the successful candidate in accordance with state law and local policies;

##### B. Notification

The Principal/designee will:

1. Notify the nominee of the Board approval and employ the teacher;
2. Notify the other candidates interviewed.

##### C. Orientation and Support

To ensure that the new teacher is provided with the proper information about the school system and job expectations, the Principal/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the Blue Hill Consolidated School.

##### D. Recordkeeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interview process for three (3) years.

##### E. Confidentiality

To ensure that confidentiality is maintained during and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the hiring process, including at the completion.

#### F. Hiring of Current Employees

The Blue Hill School Board may forego one or more of the steps in sections B-D of this procedure and appoint a person who is currently employed by the Blue Hill Consolidated School to fill a teaching position only if the Superintendent and the Board determine that the following circumstances exist

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Approved: Blue Hill School Committee – July 13, 2016