

RECRUITMENT, SELECTION AND HIRING

The Holmdel Township Board of Education believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the Superintendent shall have the responsibility of locating and recruiting the best qualified candidates within the salary provision of the budget to provide for the identified needs of district pupils.

The Superintendent shall establish comprehensive recruiting practices so that professional teaching, administrative and supervisory personnel will be selected for appointment to position vacancies through a uniform process.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Superintendent shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state and federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Superintendent shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, handicap or other conditions not related to the duties and responsibilities of the job. However, when candidates with equal qualifications and with equal ratings on district criteria apply for a position, the Superintendent shall give preference to the candidate who advances the district's affirmative action goals.

The Superintendent and the district administrators, in determining the candidates to be nominated, shall seek information whenever possible from the candidate's prior employers.

The Board shall affirm employment and initial placement on the salary guide by a majority vote of the full membership of the Board.

The Board will appoint teaching staff members only from nominations made by the Superintendent. Should a nominee be rejected, it shall be the duty of the Superintendent to make other nominations.



RECRUITMENT, SELECTION AND HIRING (Cont.)**Source:** Regular Board Meeting**Date:** August 20, 1986**Revised:** February 22, 1995**Revised:** April 1, 1996**Legal References:**

<u>N.J.S.A.</u>	10:5	Law Against Discrimination
<u>N.J.S.A.</u>	18A:6-5, -6	Inquiry as to religion and religious tests prohibited ...
<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u>	18A:6-76.1	Deadline for notification of students of requirements of provisional certificate and induction program . . .
<u>N.J.S.A.</u>	18A:7A-5g	Major elements; guidelines
<u>N.J.S.A.</u>	18A:13-40	General powers and duties of board of newly created regional districts
<u>N.J.S.A.</u>	18A:16-1	Officers and employees in general
<u>N.J.S.A.</u>	18A:26-1, -1.1, -2	Citizenship of teachers, etc. ...
<u>N.J.S.A.</u>	18A:27-1 <u>et seq</u>	Employment and contracts
<u>N.J.S.A.</u>	18A:54-20(d)	Powers of Board (county vocational schools)
<u>N.J.A.C.</u>	6:3-1.4	Local district responsibility for employment of staff
<u>N.J.A.C.</u>	6:3-1.5	Support residencies for regularly certified, inexperienced first-year principals
<u>N.J.A.C.</u>	6:4-1.3(b), -1.6	Policy development ...
<u>N.J.A.C.</u>	6:8-3.2(a)	Staffing
<u>N.J.A.C.</u>	6:8-4.8	Teaching staff and professional development
<u>N.J.A.C.</u>	6:11-4	Types of certificates

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<u>N.J.A.C.</u>	6:11-5.1 <u>et seq.</u>	Requirements for the provisional certificate ...
<u>N.J.A.C.</u>	6:11-8.2	Vocational education requirements effective September 1, 1992
<u>N.J.A.C.</u>	6:11-8.3	Special education
<u>N.J.A.C.</u>	6:11-8.4, -8.5	Bilingual/bicultural education ...
Ch. 127 P.L. 1992		Provisional certification for all first-year teachers in effect September, 1993

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

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

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

Americans with Disabilities Act (ADA), U.S.C. 12101 et seq.

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Manual for the Evaluation of Local School Districts (June 1993)

Possible

Cross References:

2130	Administrative staff
*2131	Chief school administrator
4000	Concepts and roles in personnel
*4111.1	Nondiscrimination/affirmative action
*4112.2	Certification
*4112.4	Employee health
4112.5	Criminal history check
•4112.6	Personnel records
*4112.8	Nepotism
*4121	Substitute teachers
*4222	Noninstructional aides
*5120	Assessment of individual needs
*6010	Goals and objectives

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