
RECRUITMENT, SELECTION AND HIRING

The Board believes that the quality of the professional staff in large part determines the quality of the education offered District pupils. Therefore, the Superintendent or his/her designee will have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of District pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Superintendent or his/her designee will follow all requirements of the New Jersey Administrative Code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the Board for programs in the District supported with Title 1, Part A funds must be highly qualified, as that term is defined by federal law. All teachers of core academic subjects (i.e., English, Reading/Language Arts, Mathematics, Science, foreign languages, Civics/Government, Economics, Arts, History and Government) hired by the Board must also be highly qualified, as that term is defined by federal law.

It shall be the duty of the Superintendent or his/her designee to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion 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 or his/her designee will take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For candidates for the position of Superintendent, the Board will take similar steps, which will include, but not be limited to, ensuring the candidate supplies official transcripts to verify that credentials are from an accredited institution. The Board Secretary will have responsibility for ensuring the documents are received, verifying credentials, and reporting to the Board on the process. Documents shall not be accepted from non-accredited institutions or any fraudulent source.

The Board shall not pay tuition reimbursement, salary increases, or approve promotions for any employee based on credits earned from a non-accredited institution. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited institution, the Board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The Superintendent will 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, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, disability, nationality, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job

The Superintendent or his/her designee will prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

The Superintendent or his/her designee in determining the candidates to be nominated must seek information whenever possible from the candidate's prior employers.

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

The Board shall appoint all 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.

Date: April 29, 1997

Date Reviewed/Revised: March 28, 2011

Legal References:

| | |
|-------------------------------------|---|
| N.J.S.A. 10:5-1 <i>et seq.</i> | Law Against Discrimination |
| N.J.S.A. 18A:3-15. 1 <i>et seq.</i> | Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation |
| N.J.S.A. 18A:6 5 | Inquiry as to religion and religious tests prohibited |
| N.J.S.A. 18A:6-6 | No sex discrimination |
| N.J.S.A. 18A:6 7.1, -7.5 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A. 18A:6 76.1 | Deadline for notification to students of requirements of provisional certificate and induction program |
| N.J.S.A. 18A:11-1 | General mandatory powers and duties |

| | |
|--|--|
| N.J.S.A. 18A:13 40 | General powers and duties of board of newly created regional districts |
| N.J.S.A. 18A:16 1 | Officers and employees in general |
| N.J.S.A. 18A:26 1, -1.1, 2 | Citizenship of teachers, etc. |
| N.J.S.A. 18A:27-1 <i>et seq.</i> | Employment and Contracts |
| See particularly: N.J.S.A. 18A:27-4.1 | |
| N.J.S.A. 18A:54 20 | Powers of board (county vocational schools) |
| N.J.S.A. 26:8A-1 <i>et seq.</i> | Domestic Partnership Act |
| N.J.A.C. 6A:7 1.1 <i>et seq.</i> | Managing for Equality and Equity in Education |
| See particularly: N.J.A.C. 6A:7-1.4,-1.8 | |
| N.J.A.C. 6A:9 6.1 <i>et seq.</i> | Types of Certificates |
| N.J.A.C. 6A:9-8.1 <i>et seq.</i> | Requirements for Instructional Certification |
| N.J.A.C. 6A:9-11.1 <i>et seq.</i> | Exceptions for the Requirements for the Instructional Certificate |
| N.J.A.C. 6A:9-12.1 <i>et seq.</i> | Requirements for Administrative Certification |
| N.J.A.C. 6A:10A-1.1 <i>et seq.</i> | Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts |
| See particularly: N.J.A.C 6A:10A-2.1 through -2.4, -5.4 | |
| N.J.A.C. 6A:30-1.1 <i>et seq.</i> | Evaluation of the Performance of School Districts |
| N.J.A.C. 6A:32 4.1 | Employment of teaching staff |
| N.J.A.C. 6A:32 4.8 | Support residencies for regularly certified, inexperienced first year principals |
| N.J.A.C. 6A:32-5.1 | Standards for determining seniority |

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

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

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

42 U.S.C.A. 12101 *et seq.* -- Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 *et seq.*

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey Department of Education

Possible

Cross References:

| | |
|--------|--------------------------------------|
| 2130 | Administrative staff |
| 2131 | Chief school administrator |
| 4111.1 | Nondiscrimination/Affirmative Action |
| 4112.2 | Certification |
| 4112.4 | Employee health |
| 4112.6 | Personnel records |
| 4112.8 | Nepotism |
| 4121 | Substitute teachers |
| 4211.1 | Nondiscrimination/Affirmative Action |
| 4212.4 | Employee health |
| 4212.6 | Personnel records |
| 4212.8 | Nepotism |
| 4222 | Noninstructional aides |
| 5120 | Assessment of individual needs |
| 6010 | Goals and objectives |