
RECRUITMENT, SELECTION AND HIRING

The Board of education shall appoint all staff members only from nominations made by the Superintendent or his/her designee. All appointments shall be by recorded roll call majority vote of the full membership of the board. The Superintendent or his/her designee will adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in 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, nationality, disability, atypical hereditary cellular or blood trait of any individual, nationality, 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.
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency.
- C. It shall be the duty of the Superintendent or his/her designee to see that persons nominated for employment meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The Superintendent or his/her designee is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The Board will adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the Board and signed by the candidate. It will be the responsibility of the Superintendent or his/her designee to communicate this fact to all candidates.

Date: May 2006
Date Reviewed/Revised: February 28, 2011
Date Reviewed/Revised December 19, 2011

Legal References:

N.J.S.A. 10:5-1 *et seq.*
N.J.S.A. 18A:6-5

Law Against Discrimination
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: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:39 17 through 20	Names, social security numbers, and certification of bus driver's license and criminal background check ...
See particularly: N.J.S.A. 18A:39-19.1	
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.S.A. 39:3 10.1	Driver of motor vehicle or trackless trolley with capacity over six passengers; special license
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: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

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)

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
4119.23	Employee Substance Abuse
4123	Classroom Aides
4211.1	Nondiscrimination/Affirmative Action
4212.4	Employee health
4212.6	Personnel records
4212.8	Nepotism
4222	Noninstructional aides
4219.23	Employee Substance Abuse
5120	Assessment of individual needs
6010	Goals and objectives
9123	Duties of Board Secretary