

RECRUITMENT, SELECTION AND APPOINTMENT

In order to improve student achievement and efficiency in operations, the Board of Trustees desires to employ the most highly qualified and talented people available for open positions.

The Board of Trustees is committed to employing suitable, qualified individuals to carry out the District's mission to provide high-quality education to its students and to ensure the efficiency of District operations.

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate job announcements to ensure a wide range of candidates.

The District's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

The Superintendent shall hire all certificated and classified bargaining unit members subject to ratification by the Board. The Superintendent shall hire all managers except Principals, Chiefs, Executive Directors, Assistant Superintendents, Associate Superintendents and Deputy Superintendents subject to ratification by the Board.

Applicants for employment who were previous employees of the District and terminated for misconduct are not eligible for rehire.

RECRUITMENT, SELECTION AND APPOINTMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

44066 *Limitations on certification requirement*

44259 *Teaching credential; exception; designated subjects; minimum requirements*

44735 *Incentive grants for recruiting teachers for low-performing schools*

44830-44831 *Employment of certificated persons*

44858 *Age or marital status in certificated positions*

44859 *Prohibition against certain rules and regulations re residency*

45103-45138 *Employment (classified employees)*

49406 *Examination for tuberculosis*

52051 *Academic Performance Index*

GOVERNMENT CODE

12900-12996 *Fair Employment and Housing Act, including:*

12940-12956 *Discrimination prohibited; unlawful practices*

UNITED STATES CODE, TITLE 8

1324a *Unlawful employment of aliens*

1324b *Unfair immigration related practices*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

2000h-2-2000h-Title IX, *1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

Policy

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California