

EMPLOYMENT OF PROFESSIONAL STAFF

It is the intent of Maine School Administrative District #15 to establish employment policies that attract, secure, and hold the most qualified personnel for all positions. The selection process will focus on candidates who will devote themselves to the education and welfare of the children attending MSAD #15.

It is the responsibility of the Superintendent and of persons to whom he/she delegates this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to either the School Board or the Superintendent for employment. Through effective administrative procedures, the Superintendent shall recruit, hire and/or recommend to the School Board for employment and retention those personnel who are motivated to do their best work for the benefit of MSAD #15.

It is the duty of the Superintendent to see that persons nominated for employment in the schools and departments meet all certification requirements and the requirements of the School Board for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

- A. There shall be no illegal discrimination in the hiring process;
- B. Interviewing and selection procedures shall assure that an administrator has the opportunity to participate in the selection of any staff member who will work under his/her supervision;
- C. No candidate will be hired without a personal interview;
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school or department. The Superintendent and others playing a role in the selection will seek to hire the most qualified person for the job;
- E. While the School Board may accept or reject a nomination for professional staff, an approval will be valid only if made with the recommendation of the Superintendent. In case of rejection, it is the duty of the Superintendent to make another nomination.

Appointments to co-curricular/stipend positions are made by the Board of Directors as specified in the Teachers Negotiated Agreement. The Superintendent will nominate a candidate who is most qualified to the Board for approval.

Legal Reference: 20-A MRSA §§ 6101; 13201 et seq.; 13301 et. seq.; 1360(2)

Cross Reference: AC Nondiscrimination/Equal Opportunity and Affirmative Action
 GCFB Recruiting & Hiring of Administrative Staff