

PROFESSIONAL STAFF HIRING

Through their employment Policies School Union 69's Committees seek to attract, secure and hold the highest qualified personnel for all professional positions.

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 the School Committees for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to each School Committee the employment and retention of personnel who are well prepared and highly motivated to do their best work.

It shall be the duty of the Superintendent to see that persons nominated for employment in the school shall meet all certification requirements of the School Committee for the type of position for which the nomination is made.

The following guidelines shall 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 the building administrator participates in the selection of any staff member who will work under his/her supervision. Transfer of personnel across schools within School Union 69 will only be made after the building Principal has interviewed the potential transfer candidate;
- C. No candidate shall be hired without a personal interview by the Superintendent or Principal;
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the unit. In each instance, the Superintendent and others playing a role in the selection process shall seek to hire the best qualified person

for the job. Whenever appropriate School Committees, staff, or community members shall be involved in the selection committee.

- E. While the School Committee may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.
- F. All non-administrative interview committee participants will sign a Confidentiality Statement release. (See attached form.)

Legal Reference: AC: Nondiscrimination/Equal Opportunity and Affirmative Action

Cross Reference: GBJC: Retention of Application Materials

	AVS	HES	LCS
First Reading:	<u>1/22/2013</u>	<u>1/14/2013</u>	<u>1/7/2013</u>
Second Reading:	<u>3/18/2013</u>	<u>2/11/2013</u>	<u>2/4/2013</u>

CONFIDENTIALITY STATEMENT

The School Committee appreciates your willingness to assist in the process of screening applicants for the position of _____ . We are confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirement to maintain strict confidentiality in most important. In this regard Title 20A, Section 6101.2B of the Maine Statutes reads in part:

...Information in any form relating to an employee or applicant for employment, or to the employee's immediate family, shall be kept confidential if it relates to the following;

- (1) All information, working papers and examinations used in the examination or evaluation of all applicants for employment:

At least one test case has substantiated that even the name of an applicant is protected (including the fact that a person has applied). Moreover, the prohibition from discussing these confidential matters does not end with the selection and appointment of the successful candidate. It is permanent and applies to all unsuccessful candidates as well.

Therefore, in agreeing to participate in this important undertaking, we expect you to acknowledge having been provided with an orientation on the requirement for confidentiality, and that you are accepting this responsibility.

Again, thank you very much for your assistance.

I understand and pledge to honor the strict requirement to maintain confidentiality regarding applicant information.

Signature _____ Date _____

Signature _____ Date _____
(Interview Committee Chair)