

MIDDLETOWN UNIFIED SCHOOL DISTRICT

Policy 4211: Recruitment And Selection

Original Adopted Date: 1/17/2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure 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, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

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.

Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 200-262.4

Ed. Code 35035

Ed. Code 44066

Ed. Code 44259

Ed. Code 44750

Ed. Code 44830-44831

Ed. Code 44858

Ed. Code 44859

Ed. Code 45103-45139

Ed. Code 49406

Gov. Code 12900-12996

Gov. Code 12940-12957

Gov. Code 7920.000-7930.170

Gov. Code 815.2

H&S Code 53570-53574

Lab. Code 432.3

Federal

20 USC 1681-1688

28 CFR 35.101-35.190

34 CFR 106.51-106.61

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

5 USC 552

8 USC 1324a

8 USC 1324b

Management Resources**Description**[Prohibition of discrimination](#)[Powers and duties of the superintendent; transfer authority](#)[Limitations on certification requirements](#)[Teaching credential, exception; designated subjects; minimum requirements](#)[Teacher recruitment resource center](#)[Employment of certificated persons](#)[Age or marital status in certificated positions](#)[Prohibition against certain rules and regulations re: residency](#)[Employment \(classified employees\)](#)[Examination for tuberculosis](#)[Fair Employment and Housing Act](#)[Discrimination prohibited; unlawful practices](#)[California Public Records Act](#)[Liability of public entities and public employees](#)[Teacher Housing Act of 2016](#)[Salary information](#)**Description**

Title IX of the Education Amendments of 1972; discrimination based on sex

Americans with Disabilities Act

Nondiscrimination on the basis of sex in employment in education program or activities

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended

Freedom of Information Act

Unlawful employment of aliens

Unfair immigration related employment practices

Description

CCSESA Publication	Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017
Court Decision	C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1
Website	CSBA District and County Office of Education Legal Services
Website	Commission on Teacher Credentialing
Website	Education Job Opportunities Information Network
Website	Teach USA
Website	California County Superintendents
Website	California Civil Rights Department
Website	U.S. Department of Education
Website	U.S. Equal Employment Opportunity Commission

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
2230	Representative And Deliberative Groups
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4100	Certificated Personnel
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4112	Appointment And Conditions Of Employment
4112.2	Certification
4112.2	Certification
4112.21	Interns
4112.21	Interns

4112.22	<u>Staff Teaching English Learners</u>
4112.23	<u>Special Education Staff</u>
4112.61	<u>Employment References</u>
4112.8	<u>Employment Of Relatives</u>
4113	<u>Assignment</u>
4113	<u>Assignment</u>
4117.14	<u>Postretirement Employment</u>
4200	<u>Classified Personnel</u>
4200	<u>Classified Personnel</u>
4211.2	<u>Legal Status Requirement</u>
4211.2	<u>Legal Status Requirement</u>
4212	<u>Appointment And Conditions Of Employment</u>
4212.61	<u>Employment References</u>
4212.8	<u>Employment Of Relatives</u>
4300	<u>Administrative And Supervisory Personnel</u>
4300	<u>Administrative And Supervisory Personnel</u>
4311.2	<u>Legal Status Requirement</u>
4311.2	<u>Legal Status Requirement</u>
4312.1	<u>Contracts</u>
4312.61	<u>Employment References</u>
4312.8	<u>Employment Of Relatives</u>
4317.14	<u>Postretirement Employment</u>
4331	<u>Staff Development</u>
6141.4	<u>International Baccalaureate Program</u>
6141.5	<u>Advanced Placement</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
9000	<u>Role Of The Board</u>