



# Board of Education Policy Manual

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## 9000 Series: Personnel Policies

### **Policy 9240**

## **RECRUITMENT AND SELECTION OF ADMINISTRATIVE STAFF**

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Recruiting and selection of administrative staff (those positions requiring administrative certification) will be the responsibility of the Superintendent of Schools, who will be assisted in this process by the Assistant Superintendent for Instruction.

The principles of equal opportunity employment and affirmative action will be implemented in the recruitment of qualified candidates to ensure that all qualified candidates are made aware of existing opportunities in the district. The recruitment and selection process will comply with all applicable law to ensure that each prospective candidate is ensured an equal opportunity to employment. In all contacts, correspondence, and advertising for candidate recruitment, the district will be identified as an equal opportunity employer.

The process for selection from the candidate list will be established by the Superintendent after consultation with the Board of Education.

An offer of employment will be made only on the recommendation of the Superintendent to the Board of Education.

### **THE PROFESSIONAL STAFF**

All professional staff positions in the school district must be established and authorized by the Board of Education in accordance with state law and regulations. The Superintendent of Schools is responsible

for developing the professional staff positions necessary to meet the instructional program goals and objectives of the District and the requirements of collective bargaining agreements. The Superintendent is also responsible for writing, or causing to be written, a job description for each professional staff position prior to proposing any position to the Board.

### **RECRUITMENT, SELECTION AND APPOINTMENT (SUPPORT STAFF)**

Recruiting will be carried out by personnel authorized by the Superintendent of Schools and shall include at least the Assistant Superintendent for Support Services or the Assistant Superintendent for Instruction.

Offers of employment will be made after a review of the candidate's qualifications by the Superintendent of Schools.

Appointments to the staff must be approved by the Board of Education. They will be approved only after recommendation by the Superintendent of Schools.

Appointments will be made in accordance with the Civil Service Law of New York State.

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