

## RECRUITMENT AND SELECTION

It is the responsibility of the Superintendent of Schools and of persons delegated by him/her, to determine the management needs of the school district and to locate suitable candidates to recommend for employment to the Board.

No inquiry in regard to race, religion, sex, or national origin shall be made of a person proposed for or seeking employment in any capacity in the school system. The superintendent shall adhere to the District policy on affirmative action in the recruitment of all personnel.

It shall be the duty of the Superintendent of Schools to establish written procedures for announcements of vacancies of positions, the methods of application, the screening of applicants and the selection of candidates for certificated management positions in the District. Recruitment of qualified candidates for classified management positions shall be the responsibility of the Director of Classified Personnel within guidelines established by the Personnel Commission. The superintendent is responsible to see that persons nominated for employment shall meet all qualifications established by law, the Personnel Commission and by the Board for the type of position for which nomination is made.

Temporary, substitute, short-term help may be appointed by the superintendent or his/her designee.

### LEGAL REFERENCE:

### EDUCATION CODE

12918	Reimbursement of Expenses of Employment Candidate
13252.5	Limitation of Number of Administrative Personnel; Definitions
13255	Employment of Persons Convicted of Sex Offenses or Narcotics Offenses
13256	Employment of Psychopath
13271	Exchange Certificated Employee Defined; General Qualifications and Professional Status; Credentials for Exchange
13191	Interstate Agreement on Qualifications of Educational Personnel
13274	Employment Restricted to Persons Possessing Prescribed Qualifications. Public Policy of State Against Discrimination on Basis of Race, etc.
13277	Age or Marital Status in Employment Positions Requiring Certification Qualifications
13273.5	Sojourn Certificated Employee: Bilingual and Foreign Language Instruction