

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVENUE  
WATERVILLE, ME 04901**

**PROFESSIONAL STAFF HIRING**

Through its employment policies, the School Board shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon alertness to candidates who will devote themselves to the education and welfare of the children attending our public schools.

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 Board for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to the School Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It shall be the duty of the Superintendent to see that persons nominated for employment in the schools shall 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 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 an administrator has the opportunity to aid in the selection of any staff member who will work under his/her supervision.
- C. No candidate shall be hired without a personal interview.
- 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 shall seek to hire the best qualified person for the job; and
- E. While the School Board 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.

**ADOPTED:** October 18, 1982; **REVISED:** February 5, 1996; **REVISED:** May 21, 2003

**REAFFIRMATION:** April 28, 2014

**SOURCE:** Board Policy

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**PROFESSIONAL STAFF HIRING PROCEDURE**

It shall be the duty of the Superintendent to nominate for any certificated position in the schools that candidate who best meets all certification requirements, any requirements of the School Board, and the criteria necessary to fulfill the job description of the position for which the nomination is made.

The following procedure is intended to guide the selection of professional (certificated) personnel, including teachers and other non-administrative professional staff.

- A. There shall be no discrimination in the hiring process due to age, sex, creed, sexual orientation, race, color, ancestry or national origin, marital status, religion, physical or mental disability, genetic predisposition, or place of residence;
- B. When it is determined that a position will not be filled by transfer, by promotion from within, or by selection from existing applicants, the vacancy shall be advertised to attract a current, representative applicant pool.
- C. All application materials should be reviewed by more than one individual. This is to minimize effects of any perceived conflicts of interest on the part of the reviewers and any possible bias. The Superintendent may assemble appropriate representatives from staff and community to assist in the screening and interviewing processes in an advisory capacity. Anyone so involved shall:
  1. Receive an appropriate orientation on the procedures to be followed and the legal requirement to maintain confidentiality of applicant information, including identities; and
  2. Sign a statement that they understand and agree to abide by the confidentiality requirement.
- D. Interviewing and selection procedures should assure that a building, department, or central office administrator has the opportunity to provide input to the selection of any staff member who will work under his/her supervision.
- E. No new nomination shall be submitted without having been given at least one personal, comprehensive interview, and only after thorough reference and background checks, including a Maine criminal records check.
- F. Probationary teachers will be nominated only after completion of an established, thorough evaluation procedure. In addition, a nomination of a third year probationary teacher for continuing contract status shall require documentation that the person has clearly demonstrated a high level of professional excellence.
- G. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school system. In each instance, all participants in the process shall focus on the school system's goal of obtaining the most appropriate person available for the job.

- H. While the School Board may approve or not approve a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In case a nomination does not receive approval, it shall be the duty of the Superintendent to make another nomination.

## **RECRUITMENT**

- A. Notice of vacancies will be advertised on the web.
- B. During the summer, notice of vacancies will be posted in the superintendent's office and advertised on the web.
- C. If the position is one for which certification requirements have been established, all candidates shall be certified or eligible for certification prior to the effective date of employment.
- D. The applicants who have been selected for additional consideration will be requested to present themselves for an interview and to visit in the school system. The interview will be conducted by the Superintendent and members of the staff and others as designated by the Superintendent and School Board.

## **NOMINATION**

- A. Following the interview(s), the Superintendent shall nominate a candidate for the School Board's consideration.
- B. Included in the written nomination shall be a general summary of the candidate's qualifications, experience, and training and a statement supporting the selection. In addition, a recommended salary shall be submitted.

## **APPOINTMENT**

- A. The School Board, acting upon the nomination of the Superintendent, and by a majority vote, will appoint the candidate at an annual salary to be determined by the School Board or as specified by the applicable collective bargaining agreement.
- B. Should the School Board fail to appoint the candidate nominated by the Superintendent, nominations will be submitted by the Superintendent until a successful candidate is appointed.

## **NOTIFICATION OF APPOINTMENT**

- A. Following the School Board's appointment, the Superintendent will notify the successful candidate and issue a contract.
- B. A public information release will be prepared for the press and any other media requesting it.
- C. Candidates who were interviewed but who were not successful will be so notified.

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