

RECRUITMENT AND SELECTION OF CERTIFICATED PERSONNEL - ADMINISTRATIVE REGULATIONS

I. Responsibility for Recruitment and Selection

The Chief Personnel Officer is assigned the major responsibility of recruitment, selection and assignment of certificated personnel. He/she is directly responsible to the Superintendent and works with other certificated staff at their respective levels in personnel matters. The Chief Personnel Officer shall direct and supervise the recruitment and selection program and shall be responsible for maintaining a continuous appraisal of the District's staff requirements.

Current certificated staff may be involved in the recruitment of new staff. Classroom teachers are encouraged to suggest candidates and to serve with the building principal and district administration in the recruitment process.

II. Requirements for Employment

A. Initiation and Availability of a Personnel File

A file of all records pertaining to individual certificated employees shall be maintained in the District's personnel office. The records shall be handled as confidential matters. The placement file shall contain the following items.

1. A copy of the appropriate California credential(s) or life diploma(s) for the position for which application is being made.
2. District application together with a copy of the candidate's confidential papers and/or references from colleges and former employers.
3. Official transcripts of all undergraduate and graduate collegiate work undertaken by the candidate.
4. Verified work experience records for instructors in the Vocational Education Program.
5. Health certificates indicating candidate is free from active tuberculosis and any other disabling conditions that would impair the employee's ability to maintain an adequate level of service.

6. Loyalty Oath statement as required by the California Education Code. (EC 44334)
7. Copies of all contracts and notification of salary placement.
8. Forms related to transfer, assignment change, classification, evaluation and separation.
9. In accordance with Education Code Section 44031, upon request each certificated employee shall have the right to review the contents of his/her personnel file in the presence of a personnel officer. Documents obtained by the District pursuant to initial employment which were solicited as confidential will not be available for examination. The guidelines used for examination of personnel files are as follows:
 - a. All documents relating to the employee's service to the District shall be kept in the personnel file which is available for the employee's inspection. No material which is derogatory to the employee shall be placed in his/her file unless the employee has had an opportunity to read such material by signing the actual file copy with understanding that such signature does not necessarily indicate agreement but merely signifies that he/she read the material.
 - b. The employee shall have the right to answer in writing any complaints or other derogatory material filed, and such answer shall be attached to the file copy of the document.
 - c. Upon written request an employee shall be furnished a reproduction of any material in his/her file excluding only confidential references pursuant to initial employment.
 - d. Notwithstanding any other provision of this policy and regulation, no evaluation of the employee shall be filed until the employee has first been given a copy of such evaluation in a conference. The employee shall have the right to attach an answer to each evaluation,

and such answer shall be reviewed by the Superintendent and any other administrator who was provided an opportunity to read the original evaluation.

B. Certification

Candidates for certificated positions must hold or be qualified for an appropriate California credential for the position for which they are applying. It is the individual responsibility of candidates to hold a valid certificate and register certificate with the Alameda County Superintendent of Schools and with the personnel office of the District. Certificated personnel are also individually responsible for renewal and keeping in force valid credential(s) for the position for which they are currently employed.

C. Physical Examination Requirements

1. Each employee of the District shall undergo an examination to determine that he/she is free from active tuberculosis by a physician or surgeon licensed under Chapter 5 of Division 2 of the Business and Professions Code prior to beginning his/her duties as a new employee and at least once in every two years thereafter. In this regard, proper rules and procedures shall be developed to safeguard the health and welfare of children. Tuberculin tests are to be as follows: Inter-dermal tests are available to employees on an annual basis. X-ray to be administered at time of employment and at other such times when Inter-dermal shows positive reaction or inconclusive results. Note: A minimum of one X-ray or one Inter-dermal will be required at least once in each two-year period. In the event of a change from a negative to positive skin reaction, an employee shall be required to provide a physician's verification of non-communicability. Thereafter such an employee need be examined only every four years.
2. Any or all employees may be required to submit to and pass a physical examination conducted by a physician licensed under Chapter 5 of Division 2 of the Business and Professions Code when there is evidence to show that disabling conditions may exist to impair the employee's ability to maintain an adequate level of service.
3. Employees in administrative posts shall be required upon recommendation of the Superintendent and approval of the Board to undergo a physical examination on an annual basis as a condition of employment.

4. All physical examinations required by the Board of Trustees shall be given by a physician designated by the District and shall be conducted at the District's expense. The Board of Trustees at its discretion may accept an examination conducted by the employee's family physician.

D. Loyalty Oath

Each new certificated employee shall complete such statements of non-membership in the Communist Party as prescribed by the California Education Code.

III. Authorization for Additional or New Certificated Staff

- A. Additional staff for existing positions shall be authorized on per pupil or per employee allocation formulas based upon the educational needs of the District, practices found in other districts with similar educational programs and the amount of available funds to support the staff additions.
- B. New positions shall be authorized depending on documentation of the educational or organizational need for the position to achieve the District's goals and objectives and the amount of available funds to support the staff additions.
- C. The procedure used for requesting authorizations to recruit additional staff are as follows:
 1. A request is prepared by the principal or immediate supervisor and forwarded for approval to the appropriate division head and Chief Personnel Officer. The request shall include data regarding the type and number of staff to be added, the reasons for the addition and, in the case of new positions, a job description.
 2. The division head and the Chief Personnel Officer shall review the request and present it along with their recommendations to the Superintendent's Cabinet.
 3. The Superintendent's Cabinet shall review the request and make final recommendations to the Superintendent who shall present it to the Board of Trustees for action.
 4. Upon Board authorization, the Chief Personnel Officer shall contact

the initiator of the request to begin the recruitment process.

IV. Application Procedure for All Certificated Personnel

- A. The personnel office will accept applications from candidates at any time but will not consider anyone whose contract obligations would conflict with the position available, except with the consent and approval of the applicant's administrator.
- B. Applications by certificated personnel must be submitted directly to the personnel office.
- C. Confidential papers are to be sent directly to the Chief Personnel Officer.
- D. The personnel division assumes the responsibility for sending out form letters verifying references.
- E. The applicant must be able to verify that all statements with respect to qualifications, preparation, experience, or previous employment are factual and accurate.
- F. If application is made for a position in which service will begin prior to expiration of existing contract in another district, the candidate must make this fact known to the District.
- G. Applications of unsuccessful applicants are destroyed after one year.

V. Selection Procedures

- A. General Policies
 - 1. The applicant who best meets the District's need shall be selected for each vacant position. If the Board feels that no qualified person has applied, it may direct that the position be reopened, in order to attract additional candidates.
 - 2. Applicants shall hold the credential required for the position which they are applying.
- B. Factors Entering into the Selection Process
 - 1. Training and Experience

- a. Training should be from recognized institutions and must be adequate and appropriate for the position under consideration.
- b. Competency and experience needed for the position must be evident from the candidate's file.
- c. Teaching experience on the appropriate level may be required.
- d. Skills essential to the position under consideration must have been exhibited in previous positions,
- e. Clinical instruction training (or demonstrated understanding of the concepts) is desirable.

2. Personal and Social Qualities

Graciousness, kindness, sympathy, tact, honesty, fairness, dignity, open-mindedness, stability, and confidence.

3. Human Relationships

Ability to get along with people and to delegate responsibilities, good judgment, respect for opinions of others, approachable, democratic, have inspirational qualities, leadership potential, flexibility.

4. Professional Characteristics

Reputation, sensitiveness to responsibilities, educational preparation, inquiring mind, professional growth, self-evaluation.

5. Understanding of Supervisory and Guidance Practices

Technique of classroom management, supervision, guidance, evaluation.

6. Knowledge of Educational Program

Curriculum teaching methods, evaluation and appraisal.

7. Community Relationships

Use of resources.

8. Recommendations

The recommendations of past and present superiors will be given consideration.

9. Understanding of Problems of School Organization

(Applicable primarily to administrative and supervisory positions)

Planning, organizing, executing, evaluation, etc. Scheduling, inspection, promotional and grouping policies, etc.

C. Selection Procedures for Personnel on Teachers' Salary Schedule

1. Upon receipt of application, confidential papers and/or letters verifying references, the material is reviewed by the Chief Personnel Officer, the principal of the school and/or appropriate administrative supervisor.
2. At the completion of screening a reasonable number of candidates are selected for personal interview.
3. Whenever possible, principals shall be involved in the interviewing and selection of personnel.
4. The following general areas are explored in the selection of teaching personnel: basic beliefs and concepts of education, personal qualities, teacher-pupil relationships, techniques of teaching, knowledge of subject matter and professional attitude.

Cross Reference: Policy 4020 - Non-Discrimination/Affirmative
Action
Policy 2200 - Administrative Operations

Legal Reference: EC 7002, 44031, 44334, 49406

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DISTRICT SUPERINTENDENT
PLEASANTON UNIFIED SCHOOL DISTRICT
PLEASANTON, CALIFORNIA