

**All Personnel**

**RECRUITMENT AND SELECTION**

The district shall employ the most highly qualified and appropriate person available for each open position. The Superintendent or designee shall develop a fair, open, and transparent recruitment and selection process procedures which ensure that employees 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 also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for the position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalist. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability sexual orientation or with regard to any category of discrimination prohibited by state or federal law of a person seeking employment. During a job interview applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

*(cf. 4111.1/4211.1/4311.1 - Affirmative Action)*

District employment practices shall not discriminate against legal non-citizen residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

## Board Policy 4111(b)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with one finalist who may be elected or rejected by the Board. If the Board does not approve the recommended candidate, the Superintendent or designee, at his or her discretion, may select another qualified candidate to recommend or, if there is no other acceptable candidate, may elect to reannounce the vacancy. The Board shall make the final decision on the election of all employees.

### Recruitment Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to each in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies. (Education Code 44735)

#### *Legal Reference:*

##### EDUCATION CODE

*200-261 Prohibition of discrimination on the basis of sex*

*44066 Limitations on certification requirement*

*44259 Teaching credential; exception; designated subjects; minimum requirements*

*44830 Employment of certificated persons*

*44830.5 Assignment of certificated employees to district; ethnic ratio*

*44858 Age or marital status in employment positions requiring certification qualifications*

*44859 Prohibition against certain rules and regulations re residency*

##### CODE OF REGULATIONS, TITLE 5

*30-31 Affirmative action employment programs*

*12940-12956 Discrimination prohibited; unlawful practices*

##### UNITED STATES CODE, TITLE 8

*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

##### UNITED STATES CODE, TITLE 42

*12101 et seq Americans with Disabilities Act*

*2000d & 2000e et seq Title VI and Title VII, Civil Rights Act of 1964 as amended*

*2000h-2 et seq Title IX, 1972 Education Act Amendments*

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**WEST SONOMA COUNTY UHSD**  
Sebastopol, California