

All Personnel

BP 4111(a)
4211
4311

RECRUITMENT AND SELECTION

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

(cf. 0100 - Goals for the School District)
(cf. 4000 - Concepts and Roles)
(cf. 4100 - Certificated Personnel)
(cf. 4200 - Classified Personnel)
(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

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.

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

(cf. 4113 - Assignment)

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 a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

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.

RECRUITMENT AND SELECTION (continued)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

- (cf. 4112 - Appointment and Conditions of Employment)*
- (cf. 4112.2 - Certification)*
- (cf. 4112.22 - Staff Teaching English Language Learners)*
- (cf. 4112.23 - Special Education Staff)*
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*
- (cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*
- (cf. 4212 - Appointment and Conditions of Employment)*
- (cf. 4312.1 - Contracts)*

Legal Reference: (see next page)

RECRUITMENT AND SELECTION (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

41530-41533 *Professional Development Block Grant*

44066 *Limitations on certification requirement*

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

44735 *Teaching as a Priority block grant*

44740-44741 *Personnel management assistance teams*

44750 *Teacher recruitment resource center*

44830-44831 *Employment of certificated persons*

44858 *Age or marital status in certificated positions*

44859 *Prohibition against certain rules and regulations re: residency*

45103-45139 *Employment (classified employees)*

49406 *Examination for tuberculosis*

GOVERNMENT CODE

815.2 *Liability of public entities and public employees*

12900-12996 *Fair Employment and Housing Act, including:*

12940-12956 *Discrimination prohibited; unlawful practices*

UNITED STATES CODE, TITLE 8

1324a *Unlawful employment of aliens*

1324b *Unfair immigration related practices*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy

adopted: June 24, 1997

revised: August 7, 2001

revised: November 13, 2012

revised: April 22, 2014

VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California

RECRUITMENT AND SELECTION

It is the intent of the Human Resources Development office that the guidelines serve as a means of ensuring unbiased, equal opportunity to employment for all individuals applying for positions in the Visalia Unified School District.

Selection Procedures

All of the District selection procedures for certificated personnel are essentially the same with the exception of the District Superintendent.

1. Job Announcement

All certificated position vacancies, both management and teacher, are distributed to each school within the district. Job announcements are also sent to colleges, school districts, and organizations that are identified as a source of potential candidates.

2. Management Positions

The job announcement shall provide: Job title, location, Management Team relationship, typical duties and responsibilities, minimum qualifications, salary schedule, advertisement opening and closing dates, and location of application forms.

3. Teaching Positions

The job announcement shall provide: Grade level and/or subject, school site, coaching or extra curricular activities, opening and closing date of advertisement, and location of application.

Application

1. Management

Applicants for any and all management positions must submit a written letter of intent for each position opening. In-district personnel applying for positions need to submit an updated resume as an integral part of the application. Those individuals out-of-district applying for management positions need to have on file, an application, letters of recommendation and/or placement file, copy of transcripts, credentials and updated resume.

2. Teacher

Applicants for teaching positions from within the Visalia Unified School District shall contact the Human Resources Development office to express an interest in an advertised position by completing an interest form. A transfer request must also be

RECRUITMENT AND SELECTION (continued)

on file in that office. If this request is on file, that teacher will be contacted by phone if a position opens in which an interest has been expressed. Applicants for teaching positions not presently employed by Visalia Unified School District must have on file in the Human Resources Development office an application, resume, self evaluation, transcripts, letters of recommendation and/or placement file, copies of credential(s), and verification of CBEST passage.

Screening Process

1. Management

Paper screening of applications shall be completed by the Assistant Superintendent, Human Resources Development.

2. Teacher

Paper screening of applicants will be completed by the Assistant Superintendent, Human Resources Development and the site principal.

Selection Process

1. Management (Below Cabinet Level)

The Assistant Superintendent, Human Resources Development, will select panel members to interview those individuals who were selected to be interviewed following the paper screening process. The interview panel will recommend to the Superintendent the top candidates for a final interview with him/her. Prior to finalizing the selection process, a reference check(s) will be made. All verification of credential, fingerprints and new employee documents must be on file with the Human Resources Development office prior to the first day of employment.

2. Teacher

Each teacher candidate being selected from the paper screening will be interviewed by a site team led by the principal. A reference check will be made on the finalist before a contractual offer is made. All verification of credential, fingerprints and new employee documents must be on file with the Human Resources Development office prior to the first day of employment.

Notification of Selection

The candidate selected for the position will be notified first, after which the other applicants will be notified (local by phone when possible, others by letter) of selection.

RECRUITMENT AND SELECTION (continued)

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*

GOVERNMENT CODE

12900 *Unlawful employment practices*

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*

Regulation
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VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California