

Certificated Personnel

Recruitment and Selection

The District shall employ the most highly qualified person available for each open position. The Board directs the Superintendent to develop recruitment and selection procedures which include:

1. Assessment of the District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

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, or national origin of a person seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

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.

Except in the case of a replacement superintendent, no person shall be employed by the Board without a recommendation or endorsement of the Superintendent. The Board shall be presented with one finalist who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent shall recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all employees.

(Legal Reference next page)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44830-44831 Employment of certificated persons

44858 Age or marital status in employment positions requiring certification qualifications

44859 Prohibition against certain rules and regulations re residency

GOVERNMENT CODE

12900 Unlawful employment practices

12940 Discrimination prohibited; Unlawful practices, generally

Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

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

Adopted: (7-88 11-93) 6-06

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California