

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

GA

PERSONNEL POLICIES GOALS

It shall be the policy of the Board to recruit and select the most suitable candidates for positions based upon established criteria. Recruitment and selection of personnel will be conducted in an affirmative manner to ensure open competition and to yield the best possible candidates for each position. The entire selection process shall be done in a consistent manner in accordance with approved procedures. It will be balanced to provide open, competitive entry-level opportunities, as well as advancement opportunities through promotion.

Approved: C – 6/23/82

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY GA PERSONNEL POLICIES GOALS

1. When a vacancy occurs, the appropriate administrator will be responsible for notifying the personnel manager of the nature of the vacancy to be filled, to include specific requirements over and above state certification standards or qualifications listed in the approved position description. The personnel manager will consult with the administrator regarding a closing date for receipt of applications.
2. Recruitment
 - a. The personnel manager shall develop and conduct an active recruitment program designed to meet current and projected human resource needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to all sources likely to yield qualified candidates.

- (1) Job Announcements and Publicity

In order to attract an adequate number of candidates for present or anticipated vacancies, the personnel manager will issue job announcements and publicize vacancies through such media as is deemed appropriate. Job notices will be clear and readable, and include job title, salary range, minimum qualification requirements, and other pertinent information. Publicity for job vacancies shall be conducted for a sufficient amount of time to ensure reasonable opportunity for persons to apply and be considered for employment.

- (2) Application Form

All applications for employment shall be made on prescribed forms. All applications must be signed.

- (3) Rejection of Applications

The personnel manager may reject any application which indicates that the applicant does not meet the minimum qualifications established for the position. Applications may also be rejected if the applicant:

- (a) Has deliberately falsified his/her application,
 - (b) Is unable to perform the duties of the position,
 - (c) Has established an unsatisfactory employment record of such nature as to demonstrate his/her unsuitability for the position.

3. Interviews

The initial interviews will be conducted at the school/department level. The appropriate administrator will keep a record of which candidates are interviewed, the date of the interview, and who participated in the interview process. After consideration of all qualified candidates, the administrator shall forward his recommendation for one finalist to the superintendent of schools.

4. Notification

Successful and unsuccessful candidates for positions will be notified after nomination and election by the Board (for teaching positions) or after a final decision by the appropriate administrator(s) (for noncertificated positions). Official notification by the principal or designee shall be the only commitment of employment. The Personnel Action Authorization, signed by the personnel manager, must be completed in order to place any employee on the payroll, regardless of the person's status.

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