

RECRUITMENT, SELECTION AND HIRING

The board of education shall appoint all staff members only from nominations made by the chief school administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The chief school administrator shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency.
- C. It shall be the duty of the Chief School Administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The chief school administrator is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the board of education and signed by the candidate. It shall be the responsibility of the chief school administrator to communicate this fact to all candidates.

The chief school administrator may make temporary appointments in emergency situations in accordance with law. These must be ratified by the board at the next regular meeting.

Adopted: October 7, 2002

Legal References : <u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-7.1, -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties

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<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment there under
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:39-17 through -20	Names, social security numbers, and certification of bus driver's license and criminal background check ...
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 39:3-10.1	Driver of motor vehicle or trackless trolley with capacity over six passengers; special license
<u>N.J.A.C.</u> 6:4-1.3(b)	Policy development
<u>N.J.A.C.</u> 6:4-1.6	Employment/contract practices
<u>N.J.A.C.</u> 6A:24-1.1 <i>et seq.</i>	<i>Urban Education Reform in the Abbott Districts</i>

42 U.S.C.A. 12101 *et seq.* - Americans with Disabilities Act (ADA)

42 U.S.C.A. 2000e *et seq.* - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 *et seq.* - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 *et seq.* - Immigration Reform and Control Act of 1986

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003, New Jersey State Department of Education Division of Student Services Office of Bilingual Education and Equity Issues.