

### **Professional Staff Hiring Regulation**

The following guidelines will be used in the selection of professional staff:

1. RSU 40/MSAD 40, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. There will be no discrimination in the hiring process on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, age or place of residence.
2. All candidates will be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best-qualified person for the job.
3. The quality of instruction is enhanced by a professional staff with a wide variation in background, educational preparation, and previous experience. Concerted efforts will be exerted to maintain such variation.
4. Interviewing and selection procedures will assure that the administrator directly responsible for the future work of a staff member has an opportunity to aid in the selection; however, the final nomination shall be made by the Superintendent.
5. No candidates will be hired without a personal interview. References will be checked.
6. The employment of teachers/administrators shall be valid only if made following the nomination of the Superintendent, approval by the Board of Directors, and the offering of a contract by the Superintendent. No teacher/administrative candidate will be hired without a personal interview with the Superintendent.
7. No candidate is to be employed for, or assigned to, a position where their evaluation will be made in part or in whole by a person to whom they are related. No spouse of a Board member will be considered as an applicant.
8. While the Board may accept or reject a nomination, a nomination will be valid only if made by the Superintendent.
9. At the request of the Board of Directors, the Superintendent shall offer the Board an opportunity to interview his/her nominated candidate(s) before the Board acts on the nomination.

10. In all instances the Superintendent shall inform the Board of all nomination(s) for any professional staff position at least 72 hours prior to the meeting at which Board action is required whenever possible.

Legal Reference: MRSA 20A, 161(5), 472, 1091, 1751-1754

*This is a required policy.*

Adopted: January 4, 1999

Revised: October 3, 2013  
Reviewed: April 6, 2017