

### **Professional Staff Hiring**

The determination of the personnel needs of the district, the search for suitable candidates, and their nomination for employment is the responsibility of the Superintendent in consultation with staff.

The Superintendent will see that all professional staff nominations for employment in the schools meet all certification requirements, health requirements, and the requirements of the Board for the position for which the nomination is made. 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 will seek to hire the best qualified person for the job.

The supervising administrator will be responsible for heading up the interview process for any administrative/teaching position. There is an expectation that two (2) members of the Personnel Committee will be invited to serve on any interview committee for administrative positions.

No professional staff candidate will be hired without a personal interview with the Superintendent.

The employment of professional staff will 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.

For purposes of the policy, professional staff includes all administrators and teachers.

Legal Reference: M.R.S. 20-A §13201, 13302

*This is a required policy.*

Adopted: January 4, 1999

Revised: April 16, 2015

Reviewed: April 6, 2017

March 4, 2021