

## **All Personnel**

BP 4111(a)

4211

## **RECRUITMENT AND SELECTION**

4311

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4100 - Certificated Personnel)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

*(cf. 4112.61/4212.61/4312.61 - Employment References)*

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

*(cf. 2230 - Representative and Deliberative Groups)*

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider

## **RECRUITMENT AND SELECTION** (continued)

salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

*(cf. 4112 - Appointment and Conditions of Employment)*

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4312.1 - Contracts)*

## **Incentives**

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

### *Legal Reference:*

#### **EDUCATION CODE**

*200-262.4 Prohibition of discrimination*

*35035 Responsibilities of superintendent*

*44066 Limitations on certification requirement*

*44259 Teaching credential; exception; designated subjects; minimum requirements*

*44750 Teacher recruitment resource center*

*44830-44831 Employment of certificated persons*

*44858 Age or marital status in certificated positions*

*44859 Prohibition against certain rules and regulations re: residency*

*45103-45139 Employment (classified employees)*

*49406 Examination for tuberculosis*

#### **GOVERNMENT CODE**

*815.2 Liability of public entities and public employees*

*6250-6276.48 Public Records Act*

*12900-12996 Fair Employment and Housing Act, including:*

*Legal Reference continued: (see next page)*

## **RECRUITMENT AND SELECTION (continued)**

### *Legal Reference: (continued)*

*12940-12957 Discrimination prohibited; unlawful practices*  
**HEALTH AND SAFETY CODE**  
*53570-53574 Teacher Housing Act of 2016*  
**LABOR CODE**  
*432.3 Salary information*  
**UNITED STATES CODE, TITLE 5**  
*552 Freedom of Information Act*  
**UNITED STATES CODE, TITLE 8**  
*1324a Unlawful employment of aliens*  
*1324b Unfair immigration related employment practices*  
**UNITED STATES CODE, TITLE 20**  
*1681-1688 Title IX prohibition against discrimination*  
**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*  
*12101-12213 Americans with Disabilities Act*  
**CODE OF FEDERAL REGULATIONS, TITLE 28**  
*35.101-35.190 Americans with Disabilities Act*  
**CODE OF FEDERAL REGULATIONS, TITLE 34**  
*106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities*  
**COURT DECISIONS**  
*C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1*

### *Management Resources:*

**CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS**  
*Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017*  
**WEB SITES**  
*California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>*  
*California Department of Education: <https://www.cde.ca.gov>*  
*California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>*  
*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*  
*Education Job Opportunities Information Network: <http://www.edjoin.org>*  
*Teach USA: <https://culturalvistas.org/programs/us/teach-usa>*  
*U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>*

### **Policy**

adopted: June 24, 1997  
revised: August 7, 2001  
revised: November 13, 2012  
revised: April 22, 2014  
revised: October 23, 2018  
reviewed: February 1, 2021

### **VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

## **RECRUITMENT AND SELECTION**

It is the intent of the Human Resources Development office that the guidelines serve as a means of ensuring unbiased, equal opportunity to employment for all individuals applying for positions in the Visalia Unified School District.

### **Selection Procedures**

All of the District selection procedures for certificated personnel are essentially the same with the exception of the District Superintendent.

1.      **Job Announcement**

All certificated position job announcements are distributed to certificated employees within the district. Job announcements are also posted online, sent to colleges, school districts, and organizations that are identified as a source of potential candidates.

2.      **Management Positions**

The job announcement shall include: Job title, location, Management Team relationship, typical duties and responsibilities, minimum qualifications, salary schedule, advertisement opening and closing dates, and how to apply.

3.      **Teaching Positions**

The job announcement shall include: Grade level and/or subject, location, typical duties and responsibilities, minimum qualifications, opening and closing date of advertisement, and how to apply.

### **Application**

1.      **Management**

Applicants for any and all management positions must submit an application, resume, written letter of intent, copy of appropriate credential(s), transcripts, and any other required documents for each position opening.

2.      **Teacher**

Applicants for teaching positions from within the Visalia Unified School District shall contact the Human Resources Development office to express an interest in an advertised position by responding to the job announcement. Applicants for teaching positions not presently employed by Visalia Unified School District must an application, resume, transcripts, copies of appropriate credential(s), and verification of CBEST passage.

## **RECRUITMENT AND SELECTION** *(continued)*

### **Screening Process**

1. Management

Screening of applications shall be completed by the office of the Assistant Superintendent, Human Resources Development.

2. Teacher

Screening of applicants will be completed by the office of the Assistant Superintendent, Human Resources Development and the hiring manager.

### **Selection Process**

1. Management (Principal and Cabinet Level)

The office of the Assistant Superintendent, Human Resources Development, will select panel members to interview each candidate selected from the screening process. The interview panel will recommend to the Superintendent the top candidates for a final interview with him/her for Principal and cabinet level positions. All verification of references, credential(s), fingerprints and new employee documents must be on file with the Human Resources Development office prior to the first day of employment.

2. Assistant Superintendent

The Superintendent and or designee, will select panel members to interview each candidate selected from the screening process. The interview panel will recommend to the Superintendent the top candidates for a final interview with him/her for Assistant Superintendent positions. All verification of references, credential(s), fingerprints and new employee documents must be on file with the Human Resources Development office prior to the first day of employment.

3. Teacher

Each teacher candidate selected from the screening process will be interviewed. -All verification of references, credential(s), fingerprints and new employee documents must be on file with the Human Resources Development office prior to the first day of employment.

## **RECRUITMENT AND SELECTION** *(continued)*

### **Notification of Selection**

The candidate selected for the position will be notified first, after which the other applicants will be notified of selection.

#### *Legal Reference:*

##### *EDUCATION CODE*

*200-261 Prohibition of discrimination on the basis of sex*

*44066 Limitations on certification requirement*

*44259 Teaching credential; exception; designated subjects; minimum requirements*

*44830 Employment of certificated persons*

*44830.5 Assignment of certificated employees to district; ethnic ratio*

*44858 Age or marital status in employment positions requiring certification qualifications*

*44859 Prohibition against certain rules and regulations re residency*

##### *CODE OF REGULATIONS, TITLE 5*

*30-31 Affirmative action employment programs*

##### *GOVERNMENT CODE*

*12900 Unlawful employment practices*

*12940-12956 Discrimination prohibited; unlawful practices*

##### *UNITED STATES CODE, TITLE 8*

*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

##### *UNITED STATES CODE, TITLE 42*

*12101 et seq. Americans With Disabilities Act*

*2000d & 2000e et seq. Title VI and Title VII, Civil Rights Act of 1964 as amended*

*2000h-2 et seq. Title IX, 1972 Education Act Amendments*

Regulation

approved: August 22, 2000

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revised: February 1, 2021

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California