

DARTMOUTH SCHOOL COMMITTEE POLICIES

File: GCF

PROFESSIONAL STAFF HIRING

The Dartmouth School District will strive to employ and retain personnel who are motivated, will strive always to do their best, and who are committed to providing the best educational environment for children.

It will be the duty of the Superintendent working in concert with the District's administrators to see that a fair and equitable employment process is conducted. A process that results in those persons considered for employment and those hired in the schools hold a valid Massachusetts teaching license for the type of position for which they are to be employed.

The following guidelines will be used in the selection of personnel:

- Equal opportunities for employment will be provided to candidates through the proper posting of positions, pre-employment requirements, and a fair interview process. Candidates can expect to receive follow-up communication concerning final selection(s).
- There will be no discrimination in the hiring process due to race, color, sex, gender identity, religion, national origin, sexual orientation or disability and/or place of residence.
- Given, that the quality of instruction is enhanced by a staff who have diverse backgrounds, appropriate educational preparation, knowledge of the District, and previous related experience, these factors will be considered in seeking and hiring the individual best suited to do the job.
- The administrator responsible for the hiring of a staff member will:
 - > Provide a draft posting to the District Office. Postings will include the position title, starting date, job requirements and/or qualifications, and responsibilities and/or job description.
 - > Insure that the candidate is state certified or in the process of applying for certification.
 - > Establish and coordinate the work of a representative hiring/screening committee. This committee may include a department head(s), teacher(s), student(s), administrator(s), School Committee member, and/or parent(s), as applicable.
 - > Check references and insure that employment applications and related paperwork (including CORI check materials) have been completed and submitted to the District Office.
 - > Maintain documentation of the process utilized, timeline, people involved, etc.

- Subject to the approval of the Superintendent, the administrator will make the final determination in regard to whom they wish to hire. The information received through interviews, the screening committee's work, reference checks and supporting paperwork, will be considered in the decision.
- The Superintendent will conduct a joint interview with the hiring administrator/principal and candidate, for final consideration prior to the issuing of an employment contract.