

PROFESSIONAL STAFF HIRING

(General expectations for hiring of administrators and instructors, e.g. superintendent, principal, teacher, librarian)

This policy shall apply to hiring of all professional staff which includes instructional staff (those requiring an instructional certification), administrative staff (those requiring administrator certification including Asst. Superintendent, Administrator of Special Education, Building Administrator, Asst. Building Administrator, Teaching Principal, Director of Adult and Community Education, Asst. Director of Adult and Community Education and Curriculum Coordinator/Supervisor) and Superintendent.

Through its employment policies, the RSU 26 Board shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon evaluation of candidates who will devote themselves to the education and welfare of the children attending our public schools.

The RSU 26 Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, sexual orientation, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, § 1001(13), the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all professional positions, as well as to result in selection of the most qualified candidates. This procedure will conform with 20-A MRSA, § 1001(13) by including:

- A. Creation or reassessment of job descriptions;
- B. Clearly stated criteria for positions;
- C. An interview format that includes questions based on job descriptions and stated criteria.

This procedure shall be attached hereto as GCF-R, and shall be reviewed periodically by the board. Details of hiring specific to instructional staff shall be additionally found in policy GCFA-R, which shall comply with 20-A MRSA § 13201, and details specific to hiring of administrative staff and superintendents shall additionally be found in policy GCFB-R, both of which will also be attached hereto and reviewed periodically by the board. In addition, the superintendent shall develop detailed checklists based on best legal advice and practice and present them annually to the board for approval.

Moreover, upon each occasion of an instructional or administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances and notify the board immediately of said adaptations. In the case of a vacancy in the Superintendentcy, the Board shall review the procedure, adapting as appropriate.

RSU 26
NEPN/NSBA Code: GCF

Upon selection of a candidate for an instructional or administrative position by the superintendent or designees, selected in accordance with this policy and policies referenced herein, the superintendent will nominate the candidate to the board at a board meeting scheduled and announced in conformance with policy BE. The board may accept or reject the nomination. Upon acceptance the superintendent is authorized to execute a contract in accordance with 20-A MRSA § 13201. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

In the period over the summer after the board's last meeting in June and more than one week before the board's first regularly scheduled meeting in August, and only during this period, hiring may occur by one of two processes. First, a consent process may be used for hiring instructional and administrative positions during this summer period. The consent process will involve the superintendent providing a hiring package containing the candidate's resume, a description of the hiring process used (including among other things the composition of the search committee), the interview questions, and a brief assessment by the superintendent or search committee chair of why the candidate is a good hire for RSU 26. The resume, assessment, and any discussion of other candidates who applied shall be treated as confidential personnel records. If no board member requests to place the hiring decision on the next board agenda within five business days after the receipt of the nomination and hiring package, the superintendent may notify and hire the candidate in compliance with relevant laws. Second, the superintendent and board chair may call a special meeting to approve the hire. The board may state at their last meeting in June whether or not the superintendent has authority for hiring by consent for which types of positions. In the absence of such an authorization by the board, the superintendent will consult with the board chair whether to hire by consent or call a special meeting of the board. Absent unusual time pressures, other concerns from the board chair, or directions from the board, the default will be to hire administrators by a special meeting of the board and to hire instructional staff by consent during this period.

The hiring decision for a superintendent shall be made solely by the board in accordance with 20-A MRSA, § 1051 as set forth in this policy and attached regulations.

Legal Reference: 20-A MRSA § 1001(13).
20-A MRSA § 1051
20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
GBJ – Personnel Records and Files

Adopted: 2/7/2017