

Personnel

SUBJECT: RECRUITING AND HIRING

The Port Jervis Board of Education believes that the quality of the district's employees in large part determines the quality of the education offered to the district's students. As the employer for the school district, the board will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the district.

The Superintendent shall implement and maintain a high-quality recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of students and the district.

New or Revised Positions

The Superintendent will develop recommended qualifications for all new positions in the district and review the qualifications for all existing positions as necessary.

The Superintendent shall refer all proposals for the creation or reclassification of all unclassified (non-instructional) positions and a statement of the duties for these positions to the City of Port Jervis Civil Service Commission.

The Superintendent shall develop job descriptions that incorporate the qualifications and job duties for all positions in the school district.

Recruiting

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law.

Hiring

Through standard recruiting and hiring procedures, the Superintendent will ensure that candidates for district employment meet all the qualifications set for the position sought. The district will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements.

(continued)

Personnel

SUBJECT: RECRUITING AND HIRING (Cont'd.)

The Superintendent must recommend all individuals for employment in the school district to the Board. The Board must approve all individuals to be employed by the school district.

Ref:

Age Discrimination in Employment Act (ADEA), 29 USC §§ 21 et seq. (prohibiting discrimination on the basis of age)

Americans with Disabilities Act (ADA), 42 USC §§ 12101 et seq. (prohibiting discrimination on the basis of disability)

Civil rights Act of 1964 (Title VII), 42 USC §§ 2000e et seq. (prohibiting discrimination on the basis of color, national origin, race, religion and sex)

Rehabilitation Act of 1973 (Section 504), 29 USC § 794 (prohibiting discrimination on the basis of disability)

Title IX, 20 USC §§ 1681 et seq. (prohibiting discrimination on the basis of sex)

New York State Constitution, article V, § 6 (requiring public employees be appointed on the basis of merit and fitness)

Civil Service Law §§ 22, 40-44, 61(1) (rules on classified positions)

Education Law §§ 1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25), (fingerprinting requirements)

Executive Law §§ 290 et seq. (prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race or sex)

8 NYCRR § 80-5.5 (§211 waiver process)