

**PERSONNEL - ALL PERSONNEL**

**SUBJECT: Recruitment and Selection**

The County Board of Education and County Superintendent of schools believe that employees constitute the most valuable resource for building a positive work environment and for efficiently providing a variety of educational services. It is important then that the County Office of Education shall offer employment to highly qualified persons available for each open position.

The Personnel Office is assigned the responsibility of developing and implementing recruitment procedures which fulfill the following purposes:

- to recognize new requirements, consider goals and priorities of the County Office of Education, review contractual obligations and determine new positions;
- to recruit, attract and recommend for selection the most appropriate and qualified staff with the primary objective of maintaining the best possible instructional delivery system to students and the most cost effective service to the County Office of Education;
- to seek candidates for employment who possess the following attributes; successful educational training and experience, expertise in assignment areas, good character, appreciation of children, emotional and mental maturity;
- dissemination of vacancy announcements to ensure a wide range of candidates.

The recruitment process includes but is not limited to the following:

- position requisition
- announcing position
- posting position announcements
- responding to requests for applications
- receiving completed applications
- compiling completed application packets for the screening process.

The Personnel Office is assigned the responsibility of developing and implementing selection procedures which will fulfill the following purposes:

- screening which will identify the best possible candidates for interviews
- interviewing which will determine the candidates whose background and training most closely match County Office of Education needs.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the County Superintendent of Schools for a particular position. Nomination for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers and professional reference.

(cf. 4111.2/4211.2/4311.2 Legal Statue Requirement)

No inquiry shall be made with regard to the gender, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental medical disability, disability or sexual orientation or the perception of one or more of such characteristics of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

County Office of Education employment practices shall not discriminate against legal noncitizen residents. Inquiries to assure employment eligibility shall be made in accordance with County Office of Education policy and administrative regulation.

Legal Reference:

EDUCATION CODE

1293 Power to contract with certificated employees

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 ration

44858 Age or marital status in employment positions requiring

certification qualifications

44859 Prohibition against certain rules and regulations re: residency

GOVERNMENT CODE

12900 Unlawful employment practices

12940 et seq. Discrimination prohibited; unlawful practices, generally

LABOR CODE

1420 Unlawful employment practices

TITLE VII, CIVIL RIGHTS ACT as amended by Title IX Equal

Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative action employment programs

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

2000d - 2000d-7 Title VI Civil Rights Act of 1964

2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h - 2000h-6 Title IX, 1972 Education Act Amendments

12101 - 12213 Americans With Disabilities Act