

**RECRUITMENT AND SELECTION**

The District shall employ the most highly qualified person available for each open position. The Governing Board directs the Superintendent or designee to develop recruitment and selection procedures which include:

1. Assessment of the District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

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

No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin of a person seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

*(cf. 4111.1/4211.1/4311.1- Affirmative Action)*

District employment practices shall not discriminate against authorized aliens. Legally-required inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

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

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be elected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board elects someone to fill the position. The Board shall make the final decision on the election of all employees.

**RECRUITMENT AND SELECTION** (continued)

*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 person*

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 *Affirmation action employment programs*

GOVERNMENT CODE

12900 *Unlawful employment practices*

12940 *et seq. Discrimination prohibited, unlawful practices*

LABOR CODE

1420 *Unlawful employment practices*

TITLE VII, CIVIL RIGHTS ACT as amended by Title IK, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986