



( ) Required  
(X) Local  
( ) Notice

## RECRUITING AND HIRING

The 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 of Schools 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 of Schools or designee will develop recommended qualifications for all new positions in the district and review the qualifications for all existing positions as necessary. The Superintendent must approve all recommended qualifications for all new and existing positions.

The Superintendent of Schools or designee 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 Columbia County Civil Service for classification.

The Superintendent must approve the job descriptions for all positions in the district.

### Recruiting

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

The Board and its employees will not discriminate in recruiting and hiring personnel on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law. The Board is also committed to ensuring that the district is recruiting, employing, supporting and retaining racially, ethnically and linguistically diverse - as well as culturally competent - administrative, instructional, and support personnel.

The Board will practice due diligence in approving the most qualified persons for any open positions. The Board recognizes that some specialized positions are difficult to fill because of shortages of qualified candidates. In rare instances, the Board may need to hire a retired public employee, in which case it will follow the Commissioner's regulations for securing a § 211 waiver. When recruiting for an open position the Board will first undertake a thorough and good faith search for a certified and qualified individual who will not require such a waiver for employment.

**Hiring**

Through standard recruiting and hiring procedures, the Superintendent of Schools or designee 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.

The Superintendent of Schools will recommend individuals for employment to the Board of Education. The Board must approve of all individuals who are employed by the school district.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§ 621 *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(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (board's authority to hire employees)  
 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)

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