

**All Personnel**

BP 4111(a)

4211

**RECRUITMENT AND SELECTION**

4311

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

- (cf. 0100 - Goals for the School District)*
- (cf. 4000 - Concepts and Roles)*
- (cf. 4100 - Certificated Personnel)*
- (cf. 4200 - Classified Personnel)*
- (cf. 4300 - Administrative and Supervisory Personnel)*

The district is committed to the principle of equal employment opportunity because it is educationally sound, morally correct, and consonant with the law.

The district shall actively recruit qualified people, giving particular attention to the need for equitable utilization of ethnic minorities and women in all positions. To effect this goal, the district shall make employment opportunities available, and shall provide promotional opportunities on an equal basis

Poway Unified School District is committed to serving the ethnically diverse and multicultural community in which it is privileged to play a central role in providing education. The Poway Unified School District is committed to the concept and principles of providing equal opportunity in education and employment for all persons. This commitment applies to every aspect of education and personnel policies and practices of the district.

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 4030 - Nondiscrimination in Employment)*
- (cf. 4032 - Reasonable Accommodation)*
- (cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

- (cf. 4113 - Assignment)*

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an

**RECRUITMENT AND SELECTION** (continued)

interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law. For classified positions, the Personnel Commission Rules and Regulations shall apply.

*(cf. 2230 - Representative and Deliberative Groups)*

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

*(cf. 4112 - Appointment and Conditions of Employment)*

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 - Staff Teaching English Language Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4312.1 - Contracts)*

*Legal Reference: (see next page)*

## **RECRUITMENT AND SELECTION (continued)**

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 *Prohibition of discrimination*

41530-41533 *Professional Development Block Grant*

44066 *Limitations on certification requirement*

44259 *Teaching credential; exception; designated subjects; minimum requirements*

44735 *Teaching as a Priority block grant*

44740-44741 *Personnel management assistance teams*

44750 *Teacher recruitment resource center*

44830-44831 *Employment of certificated persons*

44858 *Age or marital status in certificated positions*

44859 *Prohibition against certain rules and regulations re: residency*

45103-45139 *Employment (classified employees)*

49406 *Examination for tuberculosis*

#### GOVERNMENT CODE

815.2 *Liability of public entities and public employees*

12900-12996 *Fair Employment and Housing Act, including:*

12940-12956 *Discrimination prohibited; unlawful practices*

#### UNITED STATES CODE, TITLE 8

1324a *Unlawful employment of aliens*

1324b *Unfair immigration related practices*

#### 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-2-2000h-6 *Title IX, 1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

#### COURT DECISIONS

*C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1*

### *Management Resources:*

#### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>