

Personnel Certified

Recruitment and Selection

The Superintendent of Schools shall be responsible for the selection and assignment of all personnel in the District's schools except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. All District teachers teaching a core academic subject area as defined in the No Child Left Behind Act must be determined to be "highly qualified." Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law. (cf. [4111.1/4211.1](#) - Affirmative Action in Recruitment and Selection)

The Superintendent or designee is authorized to employ all personnel below the rank of Assistant Principal. The name, position and salary of each new employee shall be reported in writing to the Board of Education at the next regular session and recorded by the Secretary in the minutes of the meeting.

Appointments to positions at the rank of Assistant Principal and above shall be handled in accordance with applicable provision of C.G.S. [10-151](#). The interview process shall include input from a committee comprised of a variety of stakeholders, including administration, teachers, support staff, parents, students (when applicable), and up to three (3) Board members. The committee should typically not exceed twelve (12) members. The process shall consist of multiple rounds and include a formal committee interview, writing sample, and a performance task before a recommendation is made to the Board of Education.

The Board of Education prefers that more than one qualified nominee be brought forward for consideration. Upon consensus of the full Board, a single candidate may be brought forward for consideration should the committee determine that only a single qualified candidate exists.

The District Public Schools will provide an equivalence among all schools with the same grade levels in teachers, administrators and auxiliary personnel.

Legal Reference: Connecticut General Statutes

[10-151](#) Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

[10-220](#) Duties of Boards of Education.

[10-153](#) Discrimination on account of marital status.

[10-155f](#) Residency requirement prohibited.

[31-126](#) Unfair Employment Practices Title IX - Equal Employment Opportunity Americans With Disabilities Act (ADA)

20 U.S.C. Section 1119 No Child Left Behind Act 34

C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers Circular Letter C-9, Series 2004-2005, "No Child Left Behind" and

Districts' **H**igh**O**bjective **U**niform **S**tate **S**tandard of **E**valuation (HOUSSE) Plans.

Circular Letter C-7, Series 2007-2008, "Discontinued Use of

Districts' **H**igh**O**bjective **U**niform **S**tate **S**tandard of **E**valuation and Five Areas of Exception

Circular Letter C-13, Series 2007-2008, "Continuation of HOUSSE Plans for Highly Qualifying Veteran Teachers

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