

HIRING PRACTICES AND POLICIES

P4103

A diverse and highly qualified staff is essential to achieving the district's educational goals. It is the responsibility of the Superintendent and Principals to determine the personnel needs and to recruit suitable candidates for employment. All applications for employment, either on a permanent or temporary basis, shall be in writing, on the standard application provided, and shall be addressed to the Superintendent's office. All applicants shall furnish satisfactory evidence of citizenship and/or legal right to work and previous relevant work experience, as required.

When hiring principals and others for positions that are particularly significant, administrators should use a selection and interview process that is transparent and open to both district employees and members of the community. Screening committees should be used as part of the hiring process and those committees should be comprised of a broad-based representation of individuals. Volunteers should be solicited from all the affected parents and staff, with all individuals given equal opportunity to participate. Community members should also be solicited to the extent practical.

The committee recognizes and values the time and energy that volunteers contribute to the screening process. To ensure the most efficient use of the screening committee's time, prior to the first meeting, documentation should be provided to all committee members that describes

- the responsibilities and expectations of screening committee participation
- the process and rules governing candidate selection

The screening committee shall be notified of any administration practice to guarantee an internal candidate an interview. Final candidate selection should be conveyed by the hiring manager to the screening committee.

The Westford Public Schools supports hiring practices that are non-discriminatory, provide equal employment opportunity and ensure that the best-qualified candidate is selected. To ensure that goal is met, all open district positions will be advertised internally on the district website, and in the online employment resource for educators used by the district. The hiring manager will ensure that offers of employment are restricted to appropriately certified personnel, unless the district has requested and received a waiver of the certification from the Department of Elementary and Secondary Education-

Massachusetts General Law References:

M.G.L. 71:38G - Definitions; Provisional Educator, Provisional Educator
with Advanced Standing and Standard Educator Certificates

M.G.L. 71:41 - Professional Status for Teachers; Contracts; Good Cause Protection for Principals;
Dismissal of Principals by Superintendent

Westford Public Schools Policy Reference

P2201 – Job Description

P2401 - Systems Operational Plan

Department of Elementary and Secondary Education References:

Education Laws and Regulations, Administrator Selection, Advisory on School Governance

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WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts