

POLICY

Queen Anne's County Public Schools

EPS File Code:
BOE Resolution Number:

Policy Number:

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POLICY TITLE: Recruitment, Selection and Hiring		
ADOPTION/EFFECTIVE DATE: 4/5/2017	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

A. Purpose

To ensure comprehensive, systematic, and fair process for recruitment, selection and hiring for employment.

B. Policy Statement

It is the intent of the Board that Queen Anne's County Public Schools (QACPS) recruit, select and hire the best qualified candidate(s) for every available position. Applicants should be considered on the basis of their ability to successfully complete the job responsibilities and to support the educational mission of the school system. Selected personnel should bring to the organization a commitment to the best interest of students, families, colleagues, and community. Each newly hired employee should understand the expectation that s/he will be highly effective and have the necessary competencies, skills and experiences to meet the demands of the position.

Decisions about employment, assignment, and transfer of staff will be based on the maximization of the respective staff member's effectiveness within the district's programs. Nothing in this policy is meant to alter or diminish the Superintendent's right to transfer or reassign employees.

Diversity

QACPS shall strive to recruit, employ, support and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel and shall provide professional development to strengthen employees' knowledge and skills for eliminating racial and ethnic disparities in achievement. QACPS will strive to have our teacher and administrator workforce reflect the diversity of our student body.

Training

All interviewers, and members of the respective interview team, are required to participate in, and successfully complete, an assigned online training program.

This program is meant to inform interviewers of the legal and cultural pitfalls that are possible in the recruitment and selection process.

Recruitment

Positions are established by the Board to ensure delivery of the district's comprehensive program of education. New positions are established by the Board as needed. The Superintendent determines the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education and the goal of continued improvement in student learning. The district communicates with teacher and administrator preparation programs to specify the skills, competencies, and experiences it considers of primary importance in its staff, and it provides field experiences designed to train teachers and leaders to improve student learning. The district implements a variety of strategies for recruiting highly qualified staff.

Selection

Selection of staff is determined by identifying the candidate who is most qualified for the position and is made pursuant to the district's standard screening, interview and reference check processes; diversity needs; and applicable laws and collectively bargained labor agreements.

Nepotism

Decisions concerning the recruitment and selection of district staff should be based on individual merit. Favoritism based on family or personal relationships detracts from this important objective. Consistent with these principles, no employee may hire or supervise a family member. Family members may be concurrently employed by the district so long as the assignment of a family member does not create a supervisory/subordinate work relationship.

Parameters

Positions are created within budget parameters and legal requirements. The district's strategic and short-term planning processes analyze current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, anticipated revenues and expenditures, and legal requirements.

Communication

The Board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs, students, parents and the larger community the district's commitment to recruiting and hiring those people best prepared and able to improve student achievement. The Superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the Board.

C. Rationale

To provide a clear and consistent guideline to the process of recruiting and selecting candidates for hire.

D. Definitions

Nepotism: Giving employment or preferred treatment to family members

Diversity: A reflection of the student demographic makeup of QACPS.

Competencies: The application of related knowledge, skills and abilities required to successfully perform “critical work functions” or tasks for QACPS positions.

E. Implementation

The Superintendent shall develop and implement procedures that support the administration of this policy.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy by August 2019. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

Non-Discrimination Policy
Conflict of Interest Policy

Board Approval Acknowledged By:

Mr. Gregory Pilewski, Secretary and Treasurer
Board of Education of Queen Anne’s County

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Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
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