

Professional Staff Hiring

Statement

The purpose of this regulation is to delineate the responsibilities of the superintendent and principals in the recruiting and hiring of teachers. The tasks of the superintendent and principals will be facilitated through administrative team meetings, frequent communication, and prompt completion of assigned tasks.

Procedure

The superintendent or his designee will be responsible for:

- A. Posting all positions in accordance with the Agreement in force between the Board of Education and the Torrington Education Association.
- B. Notifying placement offices of projected vacancies.
- C. Responding to inquiries and forwarding application materials.
- D. Evaluating:
 - 1. Applications
 - 2. Certificates
 - 3. Credentials
 - 4. Recommendations
 - 5. Transcripts
 - 6. Principal's interview reports
 - 7. Teacher's interview reports (if applicable)
- E. Causing the interviewing of highly qualified applicants.
- F. Checking applicants' references.
- G. Notifying nominees and obtaining non-binding acceptances.
- H. Recommending nominees to the Board for employment.
- I. Processing contracts of approved nominees.
- J. Establishing and maintaining personnel files.
- K. Informing applicants not recommended for employment.
- L. Conduct background check by Superintendent, or designee.

The principal or other supervisor will be responsible for:

- A. Recommending building staffing needs.
- B. Advising the superintendent of anticipated vacancies.
- C. Reviewing applications of qualified applicants.
- D. Involving the teaching staff in the hiring process when appropriate.
- E. Participating as appropriate in ad hoc screening committees.
- F. Interviewing applicants, completing and returning interview forms.
- G. Recommending candidates to the superintendent for nomination (normally three).
- H. Contacting nominees immediately following Board of Education appointment to advise about specific teaching assignments.