

Hiring of Certified Personnel

Statement

The Superintendent of Schools will recommend to the Board of Education the hiring of personnel to staff all schools. In making his recommendations, the Superintendent of Schools will consider the positions to be filled and will be guided by principles that will best serve the interests of our students and of the school district.

Administrative Procedure

- A. All applicants will complete in writing the required application forms.
- B. All applicants will submit transcripts of their undergraduate and graduate work.
- C. All applications will be reviewed as a part of the screening process.
- D. All applicants will submit a copy of the proper teaching certificate or will submit evidence that they are eligible for certification by the State of Connecticut. The responsibility of obtaining the proper certificate rests with the applicant.
- E. The Board of Education, in its objective to maintain a school district of the highest quality, intends to hire the most highly qualified staff it is able to attract.
- F. The Superintendent of Schools is directed to recommend applicants who:
 - 1. Have demonstrated academic excellence.
 - 2. Have demonstrated effectiveness in pre-service training or service in another school district.
 - 3. a) Have passed the PRAXIS Test as required for certification purposes or b) Where a certificate was issued prior to the Praxis requirement, have demonstrated proficiency in written communication
 - 4. Holds highly qualified status per No Child Left Behind.

G. To encourage diversity of method and ideas in our educational environment, the Board of Education expects the professional and administrative staff to come from varied educational backgrounds. The Board of Education:

1. Directs the Superintendent to make conscious efforts to hire professional staff prepared at different colleges and universities from varied geographic areas.
2. Intends to continue pursuing the objective of recruiting and employing minority personnel for the professional and administrative staff.