



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **4111/4211 - Hiring of Staff**

Approved on May 19, 2014 | Revised on November 4, 2019

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The primary factor to be considered above all else in the Superintendent's recommendations for hiring of certified teaching and administrative staff and for noncertified positions shall be the individual's qualifications for the position. The Board recognizes the ethnic and cultural diversity of the people who live in the School District.

The Superintendent will seek to employ a diverse group of individuals who have a range of background and experience. The selection process shall be equal and fair to all candidates. Special consideration will be given to candidates who demonstrate knowledge of the educational system of the City of New Britain. All appointments of Administrative staff (such as, but not limited to, Directors, Building Administrators, etc.) shall require approval of the full board.

#### **Legal References/Citations**

Conn. Gen. Stat. Section 10-151(b)



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Administrative Procedure**

#### **4111/4211 - Hiring of Staff**

Revised on October 28, 2019

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#### **I. Purpose**

The purpose of these procedures is to establish a process and guidelines for ensuring the hiring of fully qualified staff from diverse backgrounds to serve in certified positions in the school district. In accordance with that purpose, the administration will conduct an active search to find candidates for positions that it believes can most effectively translate into action the policies of the Board.

#### **II. Recruitment**

Applicants who are most qualified and can best fulfill the duties and responsibilities of each position will be sought from within the school system and from outside sources. The goals outlined in the Board's equal opportunity and affirmative action policy and administrative procedure will be followed during this process. The Superintendent shall maintain an effective recruitment program to attract, secure, and retain qualified personnel for all certified staff positions. The recruitment effort shall seek a diversified group of candidates who will devote themselves to the education and welfare of children in the school district.

#### **III. Search Committee**

##### **A. Administrative Positions**

The Administration will follow Board Policy 2-1 when filling Administrative vacancies.

##### **B. Teaching Positions**

The Superintendent will establish a search committee of adequate size consisting of Administrators who oversee the responsibility center in which the vacancy or vacancies exist (e.g. elementary school, middle school, high school, special services, special education) and teachers.

##### **C. Orientation**

The search committee will receive an orientation related to the issues surrounding an appropriate recruitment and hiring process. The orientation is designed to ensure a consistent screening and interview process, as well as to reduce the possibility of bias or stereotyping by search committee members.

##### **D. Screening, Interviewing and Recommendations**

The search committee will screen applicants and interview candidates as selected. It will then recommend a candidate to the Superintendent for hire. All appointments of Administrative staff (such as, but not

limited to, Directors, Building Administrators, etc.) shall require approval of the full board. The search committee will make its recommendations to the Superintendent based upon predetermined criteria, demonstrated skills, background and experience which are pertinent to the responsibilities of the position. The search committee also will take into account the Board's commitment to employing a multicultural staff to work in the school system.

#### **IV. Board Approval**

##### **A. Administrative Positions**

The Superintendent shall submit a recommendation to the Board in accordance with Policy 2-1.