

Recruitment and Selection of Personnel

The Superintendent of Schools shall be responsible for the selection and assignment of all personnel in the Shelton Public Schools except as noted below. Personnel shall be determined on the basis of potential contribution to the educational program and/or the best interests of Shelton Public Schools. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews and evaluation of previous performance. Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law.

The Superintendent of Schools is authorized to employ all personnel below the rank of housemaster. Appointments to positions at the rank of housemaster and above shall be approved by the Board of Education upon recommendation of the Superintendent and shall be handled as detailed below.

Hiring School Administrators

The Board of Education will appoint qualified persons to all administrative positions in the School District, based on recommendations made by the Superintendent.

As soon as an administrative vacancy occurs or is known to occur and which the Board of Education intends to fill, such vacancy shall be advertised in accordance with Board of Education policies and collective bargaining agreements. Said notice of vacancy shall clearly set forth requirements for the position.

Interviews for administrative positions are conducted by committees consisting of School District personnel. **The Board of Education chairperson may appoint up to two board members in the role of observer to the administrative interview committee(s).** Candidates are scored by the committee with the highest scoring candidates referred to the Superintendent of Schools. Human Resources verifies credentials and references. Upon interviewing the recommended candidate(s), the Superintendent of Schools makes a recommendation to the Board of Education. The candidate(s) may be interviewed by the Board of Education.

The appointment of all administrators is valid only when made in such a manner. The Superintendent will submit his/her recommendations to the Board in writing if so requested. The Board will accept or reject the Superintendent's recommendation at a regular or special Board of Education meeting. If the Board should reject the Superintendent's recommended candidate, he/she will make another recommendation to the Board of Education.

The Superintendent of Schools shall be responsible for advising the Board of Education members regarding the status of administrative vacancies.

Legal Reference: Connecticut General Statutes
10-151 Employment of Teachers
10-153 Discrimination on account of marital status
46a-60 Discriminatory employment practices prohibited
31-126 Unfair Employment Practices
Title IX Equal Employment Opportunity
Americans with Disabilities Act (ADA)