

RECRUITMENT, SELECTION AND HIRING

The Holmdel Township Board of Education must approve the employment of support staff in regular positions. The responsibility for recruitment and interviewing for employment shall be delegated to the Superintendent in accordance with the following:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, or nationality and/or actual work experience in the vacant position, and an acceptable level of proficiency.
- B. It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the initiation of a criminal history check and proof of citizenship or eligible alien status.
- C. The Superintendent shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, handicap or other conditions not related to the duties and responsibilities of the job. However, when candidates with equal qualifications and with equal ratings on district criteria apply for a position, the Superintendent shall give preference to the candidate who advances the district's affirmative action goals.

The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Superintendent to communicate this fact to all candidates.

The Superintendent may make temporary appointments in emergency situations. These must be ratified by the Board at the next regular meeting.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: April 1, 1996

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File Code: 4211

Legal References:	<u>N.J.S.A.</u> 10:5	Law Against Discrimination
	<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
	<u>N.J.S.A.</u> 18A:6-76.1	Deadline for notification to students of requirements of provisional certificate and induction program . . .
	<u>N.J.S.A.</u> 18A:7A-5	Major elements; guidelines
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:7A-5f, g	
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:16-1	Officers and employees in
	general	
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u> 18A:39-17 through 20	Names, social security numbers, and certification of bus driver's license and criminal background check...
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 39:3-10.1	Driver of motor vehicle or trackless trolley with capacity over six passengers; special license
	<u>N.J.A.C.</u> 6:4-1.3(b)	Policy development
	<u>N.J.A.C.</u> 6:4-1.6	Employment/contract practices
	42 <u>U.S.C.A.</u> 12101 <u>et seq.</u> - Americans with Disabilities Act (ADA)	
	42 <u>U.S.C.A.</u> 2000e <u>et seq.</u> - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972	
	29 <u>U.S.C.A.</u> 794 <u>et seq.</u> - Section 504 of the Rehabilitation Act of 1973	
	8 <u>U.S.C.A.</u> 1100 <u>et seq.</u> - Immigration Reform and Control Act of 1986	

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Possible

Cross References:

*2131	Chief school administrator
*3000/3010	Concepts and roles in business and noninstructional operations
4000	Concepts and roles in personnel
4010	Goals and objectives
*4211.1	Nondiscrimination/affirmative action
*4212.4	Employee health
4212.5	Criminal history check
*4212.6	Personnel records
*4212.8	Nepotism
*4219.23	Employee substance abuse
*4222	Noninstructional aides
*6010	Goals and Objectives
9123	Appointment of board secretary
9124	Appointment of business official

