

PROFESSIONAL STAFF HIRING PROCEDURES

- A. Recruitment To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in K below) by:
- **1. Posting notice of the vacancy within the unit;
 - **2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
 - **3. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.
- B. Screening To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:
- **1. Ensure that all applications are reviewed by more than one individual with attention given to an unbiased regard for the criteria and qualifications in the job description;
 - **2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
 - **3. Provide orientation on confidentiality and equity issues to screeners;. Eliminate all candidates who do not meet the minimum qualifications;
 - **4 Conduct preliminary reference checks, as appropriate;
 - **5. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and 7. Notify applicants not selected for interview.
- C. Interviewing To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:
- **1. Appoint an interview panel (these panelists may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
 - **2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighing of criteria and the nomination/hiring procedure; and
 - **3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.
 - **4. The interviewing panel is to: Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and: Provide equal opportunity for the candidates to respond to the same questions/questioners.

D. Selection The interview panel is to:

**1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and

**2. Submit a report to the Superintendent, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered further for the position.

The Superintendent/designee is to: Contact references, as appropriate, to check perceived strengths and weaknesses of the candidate.

E. Notification The Superintendent/designee may:

**1. Notify the nominee of the Board approval and employ the administrator; and

**2. Notify the other candidates interviewed.

F. Record Keeping To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

G. L. Hiring of Current Employees The school unit may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill an administrative position only if the Superintendent, after consultation with the Board, or the Board in a Superintendent search, determines that the following circumstances exist: 1. The currently employed candidate is exceptionally well qualified for the position; and 2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Legal Reference: 20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
GBJC - Retention of Application Materials

Adopted: 9/20/2023