GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, hire, and retain the highest qualified personnel for all professional positions. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children. To this end, the District’s best practices consist of involving all school and community representatives, including students.

In general, personnel needs and staffing levels will be determined and reviewed as part of the annual budgeting process. Proposed staffing levels will be submitted by the Superintendent to the Budget Subcommittee and the Education Subcommittee (instructional positions) and or the Personnel Subcommittee (administrative positions) for review and comment prior to submission of the proposed annual budget. The Superintendent will include changes to budgeted staffing levels and positions as part of their regular monthly report to the School Committee.

It is the responsibility of the Superintendent, and of persons to whom they delegate this responsibility, to ascertain the personnel needs of the school system and to locate suitable candidates. It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and any other requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, race, color, national origin, disability, sexual orientation, pregnancy or pregnancy-related condition, genetic information, ancestry, military status, or place of residence.

2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) shall whenever possible establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School
Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

4. Under the best of conditions, the screening committee will include the administrator, appropriate staff, parent community member and non-parent community member, and student representation.

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
BESE Regulations 603 CMR 7:00, 26.00, and 44:00

First Read: August 8, 2012
Second Read: September 12, 2012
Third Read: April 9, 2013
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Revised: May 16, 2018

Mohawk Trail Regional School District Committee