

PROFESSIONAL STAFF HIRING

Through its employment policies, the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf School Board (MECDHH/GBSD) shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon a search and identification of candidates who will devote themselves to the education and welfare of the children attending the school.

It is the responsibility of the Executive Director and of persons to whom he/she delegates this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to the Board for employment. Through effective administrative procedures, the Executive Director shall recruit and recommend to the Board the employment and retention of personnel who possess strong content knowledge and effective teaching skills appropriate to their assignment and are motivated to do their best work.

It shall be the duty of the Executive Director to see that persons nominated for employment in the school shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

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

- A. There shall be no illegal discrimination in the hiring process;
- B. Interviewing and selection procedures shall assure that an administrator has the opportunity to aid in the selection of any staff member who will work under his/her supervision;
- C. No candidate shall be hired without a personal interview;
- D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school. In each instance, the Executive Director and others playing a role in the selection shall seek to hire the best qualified person for the job; and
- E. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Executive Director. In the case of a rejection, it is the duty of the Executive Director to make another nomination.

F. Probationary teachers will be nominated only after completion of an established, thorough evaluation procedure. In addition, a nomination of a second year probationary teacher for continuing contract status shall require documentation that the person has clearly demonstrated a high level of professional excellence.

G. This policy does not apply to administrators.

Legal Reference: 20-A MRSA § 13201 and 7401.

Cross Reference: AC-Nondiscrimination/Equal Opportunity and Affirmative Action

Adopted: November 2, 2000

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