

RECRUITING AND HIRING

The intent of recruitment at Peru Central School District is to seek out and recruit the best candidates for any vacant position, who have support from the appropriate administrator[s] and/or operations supervisor[s], the recommendation of our Superintendent and support from the Board of Education to appoint that candidate. Part of the recruitment process is retention of top quality employees within our organization. In that sense, recruitment is an ongoing process rather than a one-time product.

As the employer for the school district, the Board of Education will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the district. Our Superintendent of Schools has the authority and responsibility to recommend individuals for appointment. The Board of Education has the authority and responsibility for final decisions regarding who will be appointed for any particular position.

The Superintendent of Schools will establish and periodically examine and update a high-quality recruiting and hiring program to attract, secure and retain the best-qualified individuals to meet the needs of students and the district.

The Superintendent of Schools or designee will develop and/or update job descriptions that incorporate the qualifications and job duties for particular positions in the school district identified by the Board and Superintendent as warranting an updated job description. The Superintendent must approve any new or revised job descriptions for all positions in the district.

Recruiting

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law.

Hiring

Through the recruitment process, the Superintendent of Schools is to ensure that candidates for district employment meet all the qualifications set for the position sought. The district will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements. The Superintendent will recommend individuals for employment. The Superintendent of Schools is authorized to place individuals on payroll temporarily, in the event a particular position is identified by the Superintendent as necessary to fill immediately, pending the Board's consideration at their next regular monthly meeting. Only the Board may appoint district employees.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§ 621 *et seq.*
(prohibiting discrimination on the basis of age)
Americans with Disabilities Act (ADA), 42 USC §§ 12101 *et seq.*
(prohibiting discrimination on the basis of disability)
Civil Rights Act of 1964 (Title VII, 42 USC §§ 2000e *et seq.* (prohibiting
discrimination on the basis of color, national origin, race, religion and sex)
Rehabilitation Act of 1973 (Section 504), 29 USC § 794 (prohibiting discrimination on the basis of
disability)
Title IX, 20 USC §§ 1681 *et seq.* (prohibiting discrimination on the basis
of sex)
New York State Constitution, article V, § 6 (requiring public employees be appointed on the basis of
merit and fitness)
Civil Service Law §§ 22, 40-44, 61(1) (rules on classified positions)
Education Law § § 1604 (8), 1709 (16), 2503 (3), 2554 (2), 3012 (1) (a) (board's authority to hire
employees)
Education Law § § 1604(39), 1709 (39), 1804 (9), 1950 (4), 2503 (18),
2554(25) (fingerprinting requirements)
Executive Law §§ 290 *et seq.* (prohibiting discrimination on the basis of age, color, creed, disability,
marital status, national origin, race or sex)

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