

HUMAN RESOURCES

Recruitment, Selection, and Appointment

Guidelines for the Employment of Teacher-Scale Personnel

This regulation supersedes Regulation 4111.2

I. PURPOSE

To establish procedures for the recruitment, selection, and appointment of teacher-scale personnel.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

In section VI.B., *Careerquest* was added.

III. RESPONSIBILITY

The recruitment, selection, and appointment of teacher-scale personnel shall be the responsibility of the assistant superintendent, Department of Human Resources, as delegated by the Division Superintendent and the School Board.

IV. RECRUITMENT

Recruitment activities shall be governed by specific personnel needs as determined by the assistant superintendent, Department of Human Resources. Personnel shall be recruited through advertisements or announcements in selected publications, visits by staff members to appropriate conferences and selected institutions of higher learning, and other appropriate means.

V. SELECTION

A. Criteria

Selection of teacher-scale personnel shall be made without regard to the applicant's race, color, age, national origin, ancestry, sex, religion, or disability. The applicant must meet the certification requirements of the commonwealth of Virginia and must be the best qualified of the candidates available to fill a specific vacancy as determined by information furnished on the resume, college or university transcripts, personal references, experience, personal interview with an official designee of the Department of Human Resources, and other appropriate means.

B. Early Contracts

Each year a specified number of the best qualified teachers, counselors, and librarians, both experienced and inexperienced, shall be employed for assignment to specific work locations at a later date. The assistant superintendent, Department of Human Resources, shall determine this number, based on projected personnel needs. If projections do not indicate a need, early contracts will not be issued.

C. Teacher-Scale Positions

Principals may be provided the opportunity to review and discuss the qualifications of early-contracted personnel before placements are made. The Department of Human Resources shall make direct placements of personnel serving more than one school, special education teachers, and personnel in areas of critical shortage. Principals shall be consulted whenever possible.

D. Program Manager Involvement

Principals, when possible, shall be directly involved in the selection of their key personnel, such as head coaches and band and choral directors. Applicants for other positions may be referred to principals for their evaluations and recommendations. An applicant requested by more than one principal or program manager may be provided the option of choosing a location. However, Department of Human Resources staff members shall make direct placement of teacher-scale personnel as needed to meet legal requirements and School Board priorities.

Applicants for the Family and Early Childhood Education program (FECEP) shall be referred by the Department of Human Resources to the FECEP coordinator and the FECEP Parent Policy Committee for their evaluation and recommendation prior to placement.

VI. APPOINTMENT

A. Leave of Absence Returnees

Personnel returning from leaves of absence shall be reassigned to their previous active assignments as provided by regulations addressing leave of absence and destaff procedures.

B. Supplemented Positions

Prior to filling a vacant extra-duty supplemented position, the position shall be announced, except in unusual circumstances, at the school to ensure consideration of any interested staff members. Prior to filling such an opening from outside the school, the principal shall ask the assistant superintendent, Department of Human Resources, to announce the vacancy, the effective date of the vacancy, and the application procedure in *Careerquest*.

VI. APPROVAL

At the end of each quarter of the fiscal year, an employment report shall be submitted to the Division Superintendent, who, in turn, shall make recommendations to the School Board.

See also the current versions of: Regulation 4250, Destaff—Teachers, Educational Administrators, and Instructional Assistants
Regulation 4822, Leaves of Absence