PROFESSIONAL STAFF HIRING

The Superintendent of Schools has the legal authority to nominate personnel to the school board, and the school board has the legal responsibility of electing the professional staff.

Should the board not approve the employment of a candidate recommended by the Superintendent, it shall be the duty of the Superintendent to make another recommendation.

The employment of any professional staff member is not officially concluded until the contract is approved by the board and signed by the candidate.

The board adopts the following general criteria to be utilized in the selection process for initial employment:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or handicap.
2. Candidates are expected to have the necessary certification from New Hampshire State Department of Education for the position they are to fill. In case of necessity, the candidate with a provisional or temporary certificate may be employed in a regular full time position for a period not to exceed one school year.
3. To maintain a high quality of instruction, the staff should reflect a wide variation in educational preparation, background, and experience. A realistic effort shall be maintained to provide this variation.

The Superintendent of Schools shall be responsible to determine that persons employed by the district meet the qualifications required by law and by the board for positions for which a nomination is presented and for those positions delegated to the Superintendent for appointment.

The Superintendent of Schools shall be responsible to have each applicant submit a notarized criminal history records release form for the purpose of conducting a criminal history check prior to the Superintendent making a nomination.

The Superintendent, or his designee, shall make personal oral contact with the applicant’s previous and current superintendent to verify the applicant’s qualifications, background, and experience.

The Superintendent shall notify each employee of election or appointment and shall be responsible for completing the necessary collection of information and documents.

The Superintendent shall keep appropriate and accurate records of employment and service in the district.