

Recruitment and Selection of Non-Administrative Staff

The Brookfield Board of Education recognizes that a quality educational program is contingent upon the recruitment and selection of the highest caliber professional personnel available. To this end, the district will make every effort to hire:

- highly qualified teachers as defined by Federal Law who have demonstrated academic and leadership qualities; and,
- teachers who can bring depth and breadth of experience, background and training to the district.

All District teachers teaching a core academic subject area, as defined in the No Child Left Behind Act, must be determined to be highly qualified.

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

The Superintendent shall insure that the District is in compliance with the provisions of the No Child Left Behind Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.

The Brookfield Board of Education further recognizes that a sound educational system cannot be built and maintained without definite procedures for the recruitment of personnel. Therefore, the Board of Education:

- authorizes the superintendent to hire all personnel, certified and non-certified, below the rank of administrator in line with the hiring guidelines stated below;
- requires that first consideration be given to those applicants seeking permanent rather than temporary employment; and,
- instructs the superintendent to inform the Board of Education of his/her hiring decisions at an appropriate Board of Education meeting.

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service. Upon Board approval of such employment, the retired teacher shall be eligible for the same health insurance benefits provided to active teachers employed by the District. No retirement benefits shall be paid during this period of reemployment.

## Hiring Guidelines

4111(c)

- There will be no discrimination in the hiring process due to age, sex, creed, race, color or national origin, or marital status.
- The superintendent will involve appropriate administrative and teaching staff members, as needed.
- Candidates for elementary, middle and secondary school teaching positions shall have a major in a content area and appropriate Connecticut certificate.
- Candidates for all teaching positions should have a college record demonstrating achievement in their major and have appropriate Connecticut certification meeting the criteria as a highly qualified teacher.
- Concerted efforts will be made to maintain a wide variation in educational preparation, background, and previous experience in the staff.
- Recruitment practice will include interviews with candidates, from a variety of colleges and universities.
- When reporting to the Board of Education, regarding the hiring of staff, the superintendent will review, as appropriate, the educational background and training of the staff hired.
- The employment of any staff member is not official until the contract is approved by the superintendent of schools and signed by the candidate. The employment sequence shall be as follows:
  - a. The superintendent's hiring decision.
  - b. A verbal offer of employment to the candidate.
  - c. The candidate's acceptance as signified by a signed contract returned to the superintendent within ten days of receipt of contract.

Personnel - Certificated and Non-Certificated  
Recruitment and Selection of Non-Administrative Staff

4111(d)

(cf. 4111.1/4211.1 - Affirmative Action)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers

10-153 Discrimination on account of marital status

10-55f Residency Requirement prohibited

10-183r Reemployment of Teachers, as amended by P.A. 10-111 An Act Concerning Education Reform in Connecticut

10-220 Duties of Boards of Education (as amended by P.A. 98-252)

31-126 Unfair employment practices (as amended by P.A. 80-285)

Title IX Equal Employment Opportunity

Americans With Disabilities Act (ADA)

Family Medical Leave Act (FMLA)

46a-60 Discriminatory employment practices prohibited

20 U.S.C. Section 1119 No Child Left Behind Act

34 C.F.R. 200-55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teachers.

Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Circular Letter C-7, Series 2007-2008, “Discontinued Use of Districts’ High Objective Uniform State Standard of Evaluation and Five Areas of Exception.

Circular Letter C-13, Series 2007-2008, “Continuation of HOUSSE Plans for Highly Qualified Veteran Teachers.

Policy

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BROOKFIELD PUBLIC SCHOOLS

Brookfield, Connecticut