



THE NEWARK PUBLIC SCHOOLS

Newark, New Jersey

POLICY



FILE CODE: 4111

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RECRUITMENT, SELECTION AND HIRING

The State District Superintendent believes that the quality of the professional staff in large part determines the quality of the education offered to the Newark Public Schools (the "District") students. Therefore, the State District Superintendent shall have the responsibility of locating and recruiting the best-qualified candidates to provide for the identified needs of District students.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The State District Superintendent shall follow all requirements of the Administrative Code in providing the necessary training program(s) for all teachers hired with provisional certificates.

Beginning in the 2002-2003 academic year, all teachers hired by the District for programs in the District supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, special ed., civics/government, economics, arts, history and government) hired by the District shall be highly qualified by the end of the 2005-2006 school year.

It shall be the duty of the State District Superintendent to see that persons employed shall meet all qualifications established by state or federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The State District Superintendent shall employ those individuals that are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, a typical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of genetic test, or other conditions not related to the duties and responsibilities of the job.

Authorized District administrators shall prepare and maintain job descriptions that define the duties, responsibilities, and qualifications required for each position. The District shall adopt those job descriptions required by law or code and others as appropriate.

In determining the candidates to be nominated, the State District Superintendent shall seek information whenever possible from the candidate's prior employer(s).

Date Adopted by State District Superintendent: January 25, 2005

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| <u>Legal References:</u> | N.J.S.A. 18A:7A-34 <u>et seq.</u> | State-Operated School Systems |
| | N.J.S.A. 10:5-1 <u>et seq.</u> | Law Against Discrimination |
| | N.J.S.A. 18A:6-5 | Inquiry as to religion and religious tests prohibited |
| | N.J.S.A. 18A:6-6 | No sex discrimination |
| | N.J.S.A. 18A:6-7.1, -7.5 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |

RECRUITMENT, SELECTION AND HIRING (Continued)

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| <u>N.J.S.A.</u> 18A:6-76.1 | Deadline for notification to students of requirements |
| <u>N.J.S.A.</u> 18A:13-40 | of provisional certificate and induction program ... |
| <u>N.J.S.A.</u> 18A:16-1 | General powers and duties of board of newly created regional districts |
| <u>N.J.S.A.</u> 18A:26-1, -1.1, -2 | Officers and employees in general |
| <u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u> | Citizenship of teachers, etc. ... |
| See particularly: | Employment and Contracts |
| <u>N.J.S.A.</u> 18A:27-4.1 | |
| <u>N.J.S.A.</u> 18A:54-20 | Powers of board (county vocational schools) |
| <u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u> | Domestic Partnership Act |
| <u>N.J.A.C.</u> 6:3-1.4 | Local district responsibility for employment of staff |
| <u>N.J.A.C.</u> 6:3-1.5 | Support residencies for regularly certified, inexperienced first-year principals |
| <u>N.J.A.C.</u> 6:3-1.6 | Reporting and staffing of school districts |
| <u>N.J.A.C.</u> 6:3-5.1 | Standards for determining seniority |
| <u>N.J.A.C.</u> 6:11-4.1 <u>et seq.</u> | Types of Certificates |
| <u>N.J.A.C.</u> 6:11-5.1 <u>et seq.</u> | Requirements for Instructional Certification |
| <u>N.J.A.C.</u> 6:11-8.1 <u>et seq.</u> | Exceptions for the Requirements for the Instructional Certificate |
| <u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u> | Requirements for Administrative Certification |
| <u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u> | Managing for Equality and Equity in Education |
| See particularly: | |
| <u>N.J.A.C.</u> 6A:7-1.4, -1.8 | |
| <u>N.J.A.C.</u> 6A:24-1.1 <u>et seq.</u> | <i>Urban Education Reform in the Abbott Districts</i> |
| See particularly: | |
| <u>N.J.A.C.</u> 6A:24-1.4, 2.2, 3.2, 3.3 | |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts |
| 42 <u>U.S.C.A.</u> 2000e <u>et seq.</u> - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972 | |
| 29 <u>U.S.C.A.</u> 794 <u>et seq.</u> - Section 504 of the Rehabilitation Act of 1973 | |
| 8 <u>U.S.C.A.</u> 1100 <u>et seq.</u> - Immigration Reform and Control Act of 1986 | |
| 42 <u>U.S.C.A.</u> 12101 <u>et seq.</u> - Americans with Disabilities Act (ADA) | |
| No Child Left Behind Act of 2001, Pub. L. 107-110 20 <u>U.S.C.A.</u> 6301 <u>et seq.</u> | |
| <u>Old Bridge Education Association v. Old Bridge Township Bd. of Ed.</u> , 1986 S.L.D. 1917 | |
| <u>Taxman v. Piscataway Bd. of Ed.</u> , 91 F. 3d 1547 (3d Cir. 1996) | |
| <u>Manual for the Evaluation of Local School Districts</u> (September 2002) | |
| Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003, | |

RECRUITMENT, SELECTION AND HIRING (Continued)

New Jersey State Department of Education Division of Student Services Office
of Bilingual Education and Equity Issues

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| <u>Cross References:</u> | 2131 | Chief school administrator |
| | 4111.1 | Nondiscrimination/affirmative action |
| | 4112.2 | Certification |
| | 4112.4 | Employee health |
| | 4112.6 | Personnel records |
| | 4112.8 | Nepotism |
| | 4121 | Substitute teachers |
| | 4222 | Noninstructional aides |
| | 5120 | Assessment of individual needs |
| | 6010 | Goals and objectives |