

PROFESSIONAL STAFF HIRING

The following procedure has been developed in an attempt to insure that the best possible candidate is nominated for any given position in MSAD No. 9. This procedure is developed to best meet the statutory obligation regarding nomination of teachers.

Announcement of Vacancies

The following steps shall be taken after the obligations of the Comprehensive Contract have been met:

Vacancies occurring in MSAD No. 9 may be advertised through a combination of publication in various newspapers and with online internet job placement services to insure statewide coverage.

Vacancies may be reported to state and college placement services serving the State, if appropriate.

The application period shall remain open for a sufficient period of time to insure that all candidates have an opportunity to be considered.

Criteria

Prior to any screening, criteria for the position under consideration shall be developed. This will include, but not be limited to, educational background (specific preparations for the position), certification, experience, cocurricular directorship abilities, etc..

Applications

Applications will be screened based upon the information contained on the application, an evaluation of the applicant's resume, a review of the transcripts, and a review of the candidate's recommendations.

Screening of applications will be done by the appropriate administator(s) as determined by Central Office.

Interviews

Candidates who meet the criteria established for the position shall be invited for interviews. Interviews will be conducted by the appropriate administrator and select staff. Interviews may also be extended to include Department Coordinators, Athletic Director, etc..

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Interviewers will work independently and will initially rate candidates independently.

Pre-nominations

Prior to the final selection of a candidate, references will be checked by phone.

No candidate will be nominated unless the candidate meets with the approval of the Superintendent.

Nominations

All nominations presented to the Board shall be presented in writing with a brief history of the candidate's academic background, educational experience, and any other information that may be useful.

Legal Reference: TITLE 20A MRSA SEC. 13201 ET SEQ.

Adopted: November 1978
Revised: November 29, 1994
Revised: November 25, 1997
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