

SANTA UNIFIED SCHOOL DISTRICT

BP 4111/ 4211/ 4311(a)

All Personnel

Recruitment And Selection

The Governing Board desires to employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessment of the District's needs for specific skills, knowledge and abilities.
2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position. (cf. 4119.3/4219.3/ 4319.3 - Duties of Personnel)
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which identify the best possible candidates for interviews.
5. Interview procedures which determine the best qualified candidate for recommendation to the Board.

The Superintendent or designee shall recommend only those candidates who meet all qualifications established by law and the Board for the position. Nominations for employment shall be based upon screening devices, interviews, observations and recommendations from previous employers. No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. (cf. 4030 - Nondiscrimination in Employment) (cf. 4032 - Reasonable Accommodation) (cf. 4111.1/4211.1/4311.1 - Affirmative Action) (cf. 4112.4/4212.4/4312.4 - Health Examinations)

District employment practices shall not discriminate against legal noncitizen residents. Inquiries to assure employment eligibility shall be made in accordance with law, Board policy and administrative regulation. (cf. 04111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee, who shall present one candidate to the Board for approval.

(Legal Reference next page)

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex
 44066 Limitations on certification requirement
 44259 Teaching credential; exception; designated subjects;
 minimum requirements
 44830 Employment of certificated persons
 44830.5 Assignment of certificated employees to District; ethnic ratio
 44858 Age or marital status in employment positions requiring
 certification qualifications
 44859 Prohibition against certain rules and regulations re
 residency
 45103-45138 Employment (classified employees)
 49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative action employment programs

GOVERNMENT CODE

12900 Unlawful employment practices
 12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324(a)(b) Immigration and Nationality Act, as amended by
 Immigration Reform and Control Act of 1986 and Immigration Act of 1990

UNITED STATES CODE, TITLE 42

12101 et seq. Americans With Disabilities Act
 2000d & 2000e et seq. Title VI and Title VII, Civil Rights Act of 1964 as amended
 2000h-2 et seq. Title IX, 1972 Education Act Amendments

Adopted: (5/88 1/91 10/96)

Santa Ana, CA