

BOARD POLICY

Placentia-Yorba Linda Unified School District

Personnel

4111 - BP

RECRUITMENT AND SELECTION

The Governing Board desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. The Board of Education shall act upon the recommendation or endorsement of the Superintendent or Designee.

The Placentia-Yorba Linda Unified School District will provide persons currently employed the opportunity for promotion to a higher position for which they are qualified. All position vacancies which represent a promotional opportunity shall be filled pursuant to the administrative guidelines and collective bargaining agreements.

Policy Adopted: 01/12/72

Policy Revised: 11/15/11