

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: SELECTION AND EMPLOYMENT OF PERSONNEL

1. In the selection and employment of personnel of all categories for all purposes, it shall be the intention of the Board of Education and Administration to select and employ the best qualified candidates known to be available to the school system.
2. The primary elements in the candidate's qualifications are his/her specialized skills, knowledge and educational or experiential preparation for the service to be performed, dedication to his/her vocation, integrity, capacity for growth, and ability to work with and relate positively to pupils, fellow employees and patrons of our schools. The Cranford Board of Education will not discriminate in employment practices against individuals with atypical hereditary cellular blood traits or because of genetic information or refusal to submit to make available the results of a genetic test or domestic partnership status.
3. With respect only to affectional or sexual orientation, nothing contained herein shall be construed to require the imposition of affirmative action plans or quotas as specific relief from an unlawful employment practice or unlawful discrimination.
4. Provisional teaching candidates shall be given equal consideration with other candidates for teaching positions. The Superintendent of Schools shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates. New staff will be provided with information concerning the requirements for obtaining the standard certificate, provisional certificate, and for state approved district training programs respectively.
5. It shall be the duty of the Superintendent of Schools to see that persons nominated for employment 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 or Certificate of Eligibility for the type of position for which nomination is made. Supervisor and principal certification must accompany application. Teaching staff will be hired based on the specific instructional needs of students and the provision of the certified personnel needed to implement a thorough and efficient education.
6. Appointments to administrative positions, i.e., School Business Administrator Assistant Superintendent, Principal, shall be made by the Board of Education upon the recommendation of the Superintendent of Schools. Prior to official Board of Education action on any such appointment, the Board of Education shall be provided with a resume of the candidates' qualifications and shall have the opportunity to meet the Superintendent's recommended candidates.
7. Appointment of all categories of personnel shall be made by the Board of Education upon the recommendation of the Superintendent of Schools.
8. The Board shall appoint all staff members only from nominations made by the Superintendent of Schools. Should a nominee be rejected, it shall be the duty of the Superintendent of Schools to make other nominations.
9. Personal prejudice and bias shall play no part in the selection, employment, assignment, retention and advancement of school employees.
10. The Superintendent of Schools shall recommend for employment those individuals who, in his/her opinion, 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, disability or other conditions not related to the duties and responsibilities of the job.
11. The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Superintendent of Schools or his/her designee to communicate this fact to the candidate.
12. The Superintendent of Schools may make temporary appointments in emergency situations or when the Board does not hold a regular meeting. These must be acted upon by the Board at their next regular meeting.
13. Except in emergency situations as described in 11 above, all appointments for summer employment shall be acted upon by the Board prior to the first day of employment and not later than the June meeting of the Board. The June meeting will be held as late as possible in the month to accommodate this process.

14. If the Superintendent of Schools is required to make a temporary appointment under 11 above, then, in that case the Superintendent of Schools shall communicate his/her action and the supporting information in writing to the Board within three days from the date of the action.

Legal References:	<p>N.J.S.A. 10:5-1 et seq. N.J.S.A. 18A:3-15.2</p> <p>N.J.S.A. 18A:6-5 N.J.S.A. 18A:6-6 N.J.S.A. 18A:6-7.1, -7.5</p> <p>N.J.S.A. 18A:6-76.1</p> <p>N.J.S.A. 18A:11-1 N.J.S.A. 18A:13-40 N.J.S.A. 18A:16-1 N.J.S.A. 18A:26-1, -1.1, -2 N.J.S.A. 18A:27-1 et seq. <u>See particularly:</u> N.J.S.A. 18A:27-4.1 N.J.S.A. 18A:54-20 N.J.S.A. 26:8A-1 et seq. N.J.A.C. 6A:7-1.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:7-1.4, -1.8 N.J.A.C. 6A:9-6.1 et seq. N.J.A.C. 6A:9-8.1 et seq. N.J.A.C. 6A:9-11.1 et seq. N.J.A.C. 6A:9-12.1 et seq.</p> <p>N.J.A.C. 6A:10A-1.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:10A-2.1 through -2.4, -5.4 N.J.A.C. 6A:30-1.1 et seq. N.J.A.C. 6A:32-4.1 N.J.A.C. 6A:32-4.8 N.J.A.C. 6A:32-5.1</p> <p>42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973 8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA) No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq. Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917 Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996) Manual for the Evaluation of Local School Districts</p>	<p>Law Against Discrimination Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation Inquiry as to religion and religious tests prohibited No sex discrimination Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception Deadline for notification to students of requirements of provisional certificate and induction program ... General mandatory powers and duties General powers and duties of board of newly created regional districts Officers and employees in general Citizenship of teachers, etc. ... Employment and Contracts</p> <p>Powers of board (county vocational schools) Domestic Partnership Act Managing for Equality and Equity in Education</p> <p>Types of Certificates Requirements for Instructional Certification Exceptions for the Requirements for the Instructional Certificate Requirements for Administrative Certification</p> <p><i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i></p> <p>Evaluation of the Performance of School Districts Employment of teaching staff Support residencies for regularly certified, inexperienced first-year principals Standards for determining seniority</p>
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Possible Cross References:	<p>2130 Administrative staff *2131 Chief school administrator 4000 Concepts and roles in personnel *4111.1 Nondiscrimination/affirmative action *4112.2 Certification *4112.4 Employee health 4112.5 Criminal history check *4112.6 Personnel records *4112.8 Nepotism *4121 Substitute teachers *4222 Noninstructional aides *5120 Assessment of individual needs *6010 Goals and objectives</p>
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*Indicates policy is included in the [Critical Policy Reference Manual](#).

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