

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**POLICY: RECRUITMENT, SELECTION AND HIRING**

The board of education shall appoint all staff members only from nominations made by the chief school administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The chief school administrator shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability, nationality, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job;
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency; and
- C. It shall be the duty of the Assistant Superintendent for Administration to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The chief school administrator or designee is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The board shall adopt those job descriptions required by law or code and others as appropriate.

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 chief school administrator to communicate this fact to all candidates.

<b><u>Legal References:</u></b>	<p><u>N.J.S.A.</u> 10:5-1 <u>et seq.</u> <u>N.J.S.A.</u> 18A:6-7.1, -7.5</p> <p><u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:16-1 <u>N.J.S.A.</u> 18A:27-4</p> <p><u>N.J.S.A.</u> 18A:27-4.1</p> <p><u>N.J.S.A.</u> 18A:39-17 through -20 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:39-19.1 <u>N.J.S.A.</u> 18A:54-20 <u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u> <u>N.J.S.A.</u> 39:3-10.1</p> <p><u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:7-1.4,-1.8</p> <p>42 <u>U.S.C.A.</u> 12101 <u>et seq.</u> -</p> <p>42 <u>U.S.C.A.</u> 2000e <u>et seq.</u> -</p>	<p>Law Against Discrimination Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment General mandatory powers and duties Officers and employees in general Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder Appointment, transfer, removal or renewal of officers and employees; exceptions</p> <p>Names, social security numbers, and certification of bus driver's license and criminal background check .</p> <p>Powers of board (county vocational schools) <u>Domestic Partnership Act</u> Driver of motor vehicle or trackless trolley with capacity over six passengers; special license Managing for Equality and Equity in Education</p> <p><u>Americans with Disabilities Act</u> (ADA)</p> <p>Title VII of the <u>Civil Rights Act of 1964</u> as amended by the</p>
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29 U.S.C.A. 794 et seq. - [Equal Employment Opportunities Act of 1972](#)  
Section 504 of the [Rehabilitation Act of 1973](#)

8 U.S.C.A. 1100 et seq. - [Immigration Reform and Control Act of 1986](#)

[No Child Left Behind Act of 2001](#), Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

[Taxman v. Piscataway Bd. of Ed.](#), 91 F. 3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

**Cross References:**

*2131	Chief school administrator
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
4000	Concepts and roles in personnel
4010	Goals and objectives
*4123	Classroom aides/paraprofessionals
*4211.1	Nondiscrimination/affirmative action
*4212.4	Employee health
4212.5	Criminal history check
*4212.6	Personnel records
*4212.8	Nepotism
*4219.23	Employee substance abuse
*4222	Noninstructional aides
*6010	Goals and objectives
9123	Appointment of board secretary
9124	Appointment of business official

\*Indicates policy is included in the [Critical Policy Reference Manual](#).

Adopted: November 28, 2011