

All Personnel

BP 4111(a)

4211

RECRUITMENT AND SELECTION

4311

The Board of Trustees is committed to employing the most qualified ~~and appropriate~~ individuals to effectively carry out the District's vision, mission, and goals.

~~(cf. 0000—Vision)~~

~~(cf. 0200—Goals for the School District)~~

~~(cf. 4000—Concepts and Roles)~~

~~(cf. 4100—Certificated Personnel)~~

~~(cf. 4200—Classified Personnel)~~

~~(cf. 4300—Administrative and Supervisory Personnel)~~

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the District based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 4030—Nondiscrimination in Employment)~~

~~(cf. 4032—Reasonable Accommodation)~~

~~(cf. 4111.2/4211.2/4311.2—Legal Status Requirement)~~

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. ~~He/she~~ The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

~~The District's selection procedures~~ When posting an employment opportunity, the Superintendent or designee shall include ~~screening processes, assessments, performance assessments when appropriate, interviews, recommendations from previous employers,~~ the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and ~~observations when~~ maintain appropriate, ~~as necessary~~ hiring procedures to identify the best possible candidates s for a position.

~~(cf. 4112.61/4212.61/4312.61—Employment References)~~

~~The Superintendent or designee may establish~~ In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential ~~in accordance with law~~ and consistent with law.

~~(cf. 2230—Representative and Deliberative Groups)~~

~~No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.~~

RECRUITMENT AND SELECTION (continued)

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the District may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the District may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the District retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, ~~in regard to~~ about an applicant's salary history information, including compensation and benefits. ~~He/she~~ Additionally, the Superintendent or designee shall ~~also~~ not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. ~~Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying.~~ (Labor Code 432.3)

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. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

~~(cf. 4112 – Appointment and Conditions of Employment)
(cf. 4112.2 – Certification)
(cf. 4112.22 – Staff Teaching English Language Learners)
(cf. 4112.23 – Special Education Staff)
(cf. 4112.8/4212.8/4312.8 – Employment of Relatives)
(cf. 4212 – Appointment and Conditions of Employment)
(cf. 4312.1 – Contracts)~~

Incentives

With Board approval and in accordance with District needs and any applicable collective bargaining agreements, the District may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

RECRUITMENT AND SELECTION (continued)

Legal Reference:

EDUCATION CODE

~~200-262.4 Prohibition of discrimination~~

~~35035 Responsibilities of superintendent~~

~~44066 Limitations on certification requirement~~

~~44259 Teaching credential; exception; designated subjects; minimum requirements~~

~~44750 Teacher recruitment resource center~~

~~44830-44831 Employment of certificated persons~~

~~44858 Age or marital status in certificated positions~~

~~44859 Prohibition against certain rules and regulations re: residency~~

~~45103-45139 Employment (classified employees)~~

~~49406 Examination for tuberculosis~~

GOVERNMENT CODE

~~815.2 Liability of public entities and public employees~~

~~6250-6276.48 Public Records Act~~

~~12900-12996 Fair Employment and Housing Act, including:~~

~~12940-12957 Discrimination prohibited; unlawful practices~~

HEALTH AND SAFETY CODE

~~53570-53574 Teacher Housing Act of 2016~~

LABOR CODE

~~432.3 Salary information~~

UNITED STATES CODE, TITLE 5

~~552 Freedom of Information Act~~

UNITED STATES CODE, TITLE 8

~~1324a Unlawful employment of aliens~~

~~1324b Unfair immigration related employment practices~~

UNITED STATES CODE, TITLE 20

~~1681-1688 Title IX prohibition against discrimination~~

UNITED STATES CODE, TITLE 42

~~2000d-2000d-7 Title VI, Civil Rights Act of 1964~~

~~2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended~~

~~12101-12213 Americans with Disabilities Act~~

CODE OF FEDERAL REGULATIONS, TITLE 28

~~35.101-35.190 Americans with Disabilities Act~~

CODE OF FEDERAL REGULATIONS, TITLE 34

~~106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities~~

COURT DECISIONS

~~C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1~~

Management Resources: (see next page)

RECRUITMENT AND SELECTION (continued)

Management Resources:

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

WEB SITES

California County Superintendents Educational Services Association: <http://eesesa.org/recruit>

California Department of Education: <https://www.ede.ca.gov>

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Commission on Teacher Credentialing: <https://www.ctc.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <https://culturalvistas.org/programs/us/teach-usa>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 200-262.4

Ed. Code 35035

Ed. Code 44066

Ed. Code 44259

Ed. Code 44750

Ed. Code 44830-44831

Ed. Code 44858

Ed. Code 44859

Ed. Code 45103-45139

Ed. Code 49406

Gov. Code 12900-12996

Gov. Code 7920.000-7930.215

Gov. Code 815.2

H&S Code 53570-53574

Lab. Code 432.3

Description

Prohibition of discrimination

Power and duties of the superintendent; transfer authority

Limitations on certification requirements

Teaching credential, exception; designated subjects; minimum requirements

Teacher recruitment resource center

Employment of certificated persons

Age or marital status in certificated positions

Prohibition against certain rules and regulations regarding residency

Employment: classified employees

Examination for tuberculosis

Fair Employment and Housing Act

California Public Records Act

Liability of public entities and public employees

Teacher Housing Act of 2016

Salary information

Federal

20 USC 1681-1688

28 CFR 35.101-35.190

34 CFR 106.51-106.61

Description

Title IX of the Education Amendments of 1972; discrimination based on sex

Americans with Disabilities Act

Nondiscrimination on the basis of sex in employment in education program or activities

RECRUITMENT AND SELECTION (continued)

Federal (continued)

42 USC 12101-12213
42 USC 2000d-2000d-7
42 USC 2000e-2000e-17
5 USC 552
8 USC 1324a
8 USC 1324b

Description

Americans with Disabilities Act
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended
Freedom of Information Act
Unlawful employment aliens
Unfair immigration related employment practices

Management Resources

California County Superintendents
Publication

Description

Teacher Recruitment in California: an Analysis of Effective
Strategies, Research Brief, Veritas Research and Evaluation
Group, October 2017

California Department of
Education Publication

How to Increase the Diversity of California’s Educator
Workforce, April 2022

([https://www.cde.ca.gov/pd/ee/documents/
dtwcouncilreportapril22.pdf](https://www.cde.ca.gov/pd/ee/documents/dtwcouncilreportapril22.pdf))

California Commission on Teacher
Credentialing Publication

Strategic Plan: Ensuring Educator Excellence, 2023

([https://www.ctc.gov/docs/default-
source/commission/files/ctc-strategic-
plan.pdf?sfvrsn=baef20b1_12](https://www.ctc.gov/docs/default-source/commission/files/ctc-strategic-plan.pdf?sfvrsn=baef20b1_12))

Center for Cities + Schools,
cityLAB, and Turner Center for
Housing Innovation Publication
Center for Cities + Schools,
cityLAB, and Turner Center for
Housing Innovation Publication

Education Workforce Housing Handbook, 2022

([https://citylab.ucla.edu/education-workforce-housing-
research-report](https://citylab.ucla.edu/education-workforce-housing-research-report))

Education Workforce Housing in California: Developing
the 21st Century Campus, 2021

([https://citylab.ucla.edu/education-workforce-housing-
research-report](https://citylab.ucla.edu/education-workforce-housing-research-report))

Court Decision

C.A. v William S. Hart Union High School District et al.
(2012) 138 Cal.Rptr.3d 1

Website

CSBA District and County Office of Education Legal
Services

Website

California Department of Education

(<https://www.cde.ca.gov/>)

Website

Commission on Teacher Credentialing

Website

Education Job Opportunities Information Network

Website

Teach USA

Website

California County Superintendents

Website

California Civil Rights Department

Website

U.S. Department of Education

Website

U.S. Equal Employment Opportunity Commission

RECRUITMENT AND SELECTION (continued)

Management Resources

(continued)

Website

Description

University of California Berkeley, Center for Cities + Schools (<https://citiesandschools.berkeley.edu/>)

Website

University of California Berkeley, Turner Center for Housing Innovation (<https://turnercenter.berkeley.edu/>)

Website

University of California Los Angeles, cityLAB (<https://www.citylab.ucla.edu/>)

Cross References

Code

0000

Description

Vision

0200

Goals For The School District

0410

Nondiscrimination In School District Programs And Activities

2230

Representative And Deliberative Groups

3542

School Bus Drivers

4000

Concepts and Roles

4030

Nondiscrimination In Employment

4032

Reasonable Accommodation

4100

Certificated Personnel

4111.2

Legal Status Requirement

4112

Appointment And Conditions of Employment

4112.2

Certification

4112.21

Interns

4112.22

Staff Teaching English Learners

4112.23

Special Education Staff

4112.61

Employment References

4112.8

Employment of Relatives

4113

Assignment

4117.14

Postretirement Employment

4200

Classified Personnel

4211.2

Legal Status Requirement

4212

Appointment And Conditions of Employment

4212.61

Employment References

4212.8

Employment of Relatives

4300

Administrative And Supervisory Personnel

4311.2

Legal Status Requirement

4312.1

Contracts

4312.61

Employment References

4312.8

Employment of Relatives

BP 4111(g)
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4311

RECRUITMENT AND SELECTION (continued)

Cross References (continued)

<u>Code</u>	<u>Description</u>
<u>4317.14</u>	<u>Postretirement Employment</u>
<u>4331</u>	<u>Staff Development</u>
<u>6141.4</u>	<u>International Baccalaureate Program</u>
<u>6141.5</u>	<u>Advanced Placement</u>
<u>6171</u>	<u>Title I Programs</u>
<u>9000</u>	<u>Role Of The Board</u>

Policy

Adopted: ~~April 24, 2018~~ **Second Reading: December 17, 2024**

BEAUMONT UNIFIED SCHOOL DISTRICT

Beaumont, California