



SP 4111
July 1, 2017

RECRUITMENT AND SELECTION

The Santa Cruz County Superintendent of Schools is committed to employing suitable, qualified individuals to carry out the county office's mission to provide high-quality education to its students and to ensure the efficiency of county office operations.

The Deputy Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

With Superintendent approval, the Deputy Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

The county office's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Deputy Superintendent or designee 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 Deputy Superintendent or designee shall present to the Superintendent one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Superintendent without the recommendation or endorsement of the Deputy Superintendent or designee.

LEGAL REFERENCE

EDUCATION CODE

200-262.4: Prohibition of discrimination
41530-41533: Professional Development Block Grant
44066: Limitations on certification requirement
44259: Teaching credential; exception; designated subjects; minimum requirements
44735: Teaching as a Priority block grant
44740-44741: Personnel management assistance teams
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
12900-12996: Fair Employment and Housing Act, including:
12940-12956: Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a: Unlawful employment of aliens
1324b: Unfair immigration related practices

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
2000h-2-2000h-6: Title IX, 1972 Education Act Amendments
12101-12213: Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190: Americans with Disabilities Act

COURT DECISIONS

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

MANAGEMENT RESOURCES

WEB SITES

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

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

Teach USA
<http://www.calteach.org>

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