

<b>MINOT SCHOOL COMMITTEE</b>	<b>CODE: GCFB</b> Page: 1
<b>SUBJECT: Recruiting and Hiring of Administrative Staff</b>	
<b>DATE OF ORIGINAL POLICY:</b>	N/A
<b>DATE OF NEXT REVIEW:</b>	Fall 2007
<b>CANCELS POLICY CODE:</b>	N/A
<b>REVISION DATE:</b>	September 2003
<b>JURISDICTION:</b>	Minot School Committee

**PHILOSOPHY:**

In response to an Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System (PL 1990, Chap. 889), the Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to obtain wide and representative candidate pools.

**POLICY:**

In accordance with 20-S MRSA, § 1001.13, the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board shall review the procedure, adapting as appropriate.

In accordance with 20-A MRSA, § 4502.4-A, the unit's Affirmative Action Plan shall include: a description of the status of the unit's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the School Board; and the relationship of the above to the State's five year goal for the employment of women in administrative positions.

**DELEGATION OF AUTHORITY:**

The Minot School Committee authorizes the Superintendent to act in accordance with this policy.

**EXCEPTIONS TO THE POLICY:**

None

<b>MINOT SCHOOL COMMITTEE</b>	<b>CODE: GCFB</b> Page: 2
<b>SUBJECT: Recruiting and Hiring of Administrative Staff</b>	

**REPORTS:**

A nomination sheet will be submitted to the Minot School Committee for each administrator and a verbal review of the procedures shall be given to the Committee.

**DEFINITIONS:**

None

**ATTACHMENTS & LEGAL REFERENCES:**

5 MRSA § 4576

20-A MRSA §§ 6, 254.8-10, 256.1,7, 1001.13, 4502.4a, 13011.6, 13019-A.1D, 13019-B.1C

**REFERENCES:**

AC-Nondiscrimination/Equal Opportunity and Affirmative Action

GBJC GCFB-R – Recruiting and Hiring of Administrative Staff

Administrative Procedure

