

**RECRUITING, HIRING, RETENTION, AND STAFF DEVELOPMENT**

- Required**
- Local**
- Notice**

The Board of Education believes that the quality of the School District’s employees in large part determines the quality of the education offered to the School District’s students. The School District will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the School District.

In addition, the Board of Education believes that staff training and development ensure the success of educational programs and improve the efficiency of the School District. Therefore, the School District will provide development opportunities to staff to increase effectiveness and job performance. The Superintendent of Schools or his/her designee shall be responsible for implementing and administering staff development programs for the School District’s employees.

The Executive Director for Human Resources shall implement and maintain a high-quality recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of students and the School District.

**New or Revised Positions**

The Executive Director for Human Resources will develop recommended qualifications for all new positions in the School District and review the qualifications for all existing positions as necessary. The Board of Education must approve the qualifications for all new positions in the School District and revisions of the qualifications for existing positions.

**Recruiting**

- The School District will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. School District employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board of Education and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, gender, sexual orientation, military status, predisposing genetic characteristics, familial status or any other status protected by federal or state law.

**Hiring**

Through standard recruiting and hiring procedures, the Executive Director for Human Resources will ensure that candidates for district employment meet all the qualifications set for the position sought. The School District will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements.

The Executive Director for Human Resources will recommend individuals for employment to the Superintendent of Schools. The Superintendent of Schools must recommend all individuals for

employment to the Board of Education. The Board of Education must approve of all individuals who are employed by the School District.

### **Incidental Teaching**

When the Superintendent of Schools finds that no certified and qualified teacher is available to teach a particular subject, the Superintendent of schools may assign a teacher to teach a subject outside the teacher's certification for up to five classroom hours a week with prior approval of the Commissioner of Education.

The Superintendent of Schools, in accordance with the Regulations of the Commissioner, shall promulgate appropriate administrative regulations to implement this policy.

### **Staff Development**

#### Administrators

All administrators in the school district will receive appropriate training and professional development in accordance with law, regulation or any applicable collective bargaining agreement. The Superintendent of Schools will be responsible for providing such training and development.

#### Teachers

All teachers will be provided with professional development opportunities directly related to student learning in accordance with any applicable collective bargaining agreement and the district's Professional Development Plan. The plan shall include:

- A needs analysis, goals, objectives, strategies, activities and evaluation standards for professional development in the district and a description of how the School District will provide all teachers substantial professional development activities directly related to student learning needs identified in school report cards and other sources.
- A description of how the professional development provided will align with New York standards and assessments, teacher capacities and student needs, including linguistic, cultural diversity and special needs. Activities must be articulated across grade levels and subject areas and show how they will be provided and measured in a continuous manner.
- A description of how it will provide teachers holding a professional certificate with opportunities to maintain their certificate in good standing by successfully completing 100 hours of professional development every five years.
- A mentoring program to provide support for new teachers in order to ease the transition from teacher preparation to practice, thereby increasing retention of teachers in the public schools, and to increase the skills of new teachers in order to improve student achievement.

A Professional Development Team will review and revise the School District's Professional Development Plan annually. The Board shall appoint members to the team annually.

The Professional Development Team shall meet in the fall of each year. The Superintendent of Schools or his/her designee will serve as the chair of the team and will be responsible for ensuring the timely review and revision of the District's Professional Development Plan.

The Professional Development Team will submit any recommended revisions to the Professional Development Plan to the Board of Education in the Spring of each year. The Board of Education will consider the recommendations at its first regular meeting thereafter. The Board of Education may accept or reject the recommendations of the team in whole or in part. The Board may also request any additional information or data needed to evaluate the success of the program in achieving its objectives.

Any further changes to the plan must be submitted to the Board of Education by June 1. The Board of Education will consider and act on the revised plan by June 30th. The Board of Education reserves the right to make changes to the revised plan.

#### Other Professional Staff and Support Staff

The School District will provide staff development activities for other professional staff and support staff within the financial constraints of the School District budget and in accordance with applicable collective bargaining agreements.

#### Other Staff Development Opportunities

The Board of Education recognizes that many staff development opportunities are provided through non-school district sources. Within budgetary restraints, School District employees may attend conferences, workshops, study councils, in-service courses, summer study grants, school visitations, and other relevant staff development opportunities.

Release time and reimbursement for such activities will be available upon approval of the Superintendent of Schools and in accordance with applicable collective bargaining agreements. The Superintendent of Schools may establish regulations pursuant to this policy to establish the circumstances under which such release time and reimbursement may be available. Staff members who attend such activities will be required to prepare a report or summary of the activity attended.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§ 621 *et seq.* (prohibiting discrimination on the basis of age)  
Americans with Disabilities Act (ADA), 42 USC §§ 12101 *et seq.* (prohibiting discrimination on the basis of disability)  
Civil Rights Act of 1964 (Title VII), 42 USC §§ 2000e *et seq.* (prohibiting discrimination on the basis of color, national origin, race, religion and sex)  
Rehabilitation Act of 1973 (Section 504), 29 USC § 794 (prohibiting discrimination on

the basis of disability)

Title IX, 20 USC §§ 1681 *et seq.* (prohibiting discrimination on the basis of sex)

New York State Constitution, article V, § 6 (requiring public employees be appointed on the basis of merit and fitness)

Civil Service Law §§ 22, 40-44, 61(1) (rules on classified positions)

Education Law §§ 1604(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (board's authority to hire employees)

Education Law §§ 1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25) (fingerprinting requirements)

Executive Law §§ 290 *et seq.* (prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race or sex)

Adoption date: 6/21/06

Amended: December 19, 2018