

## **STAFF RECRUITMENT, SELECTION AND APPOINTMENT**

The Acton-Boxborough Regional School Committee seeks to hire and retain the most qualified candidates for all positions in the school district. The Superintendent or designee shall be responsible for ensuring that every effort is made to attract the most qualified candidates. Efforts will be made to balance and maintain experience levels when considering applications for vacant positions. The Superintendent shall ensure that a broad range of recruitment sources and professional networks are utilized to provide the most qualified and diverse pool of candidates possible. Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Current employees may apply for any position for which they are qualified, except as set forth below. The Principal and/or the Superintendent shall have the final decision in the hiring of all staff.

Criteria for employment include:

- Appropriate education and certification/eligibility for certification waiver
- Previous positive experience in a relevant role
- High level of academic achievement which demonstrates strengths in the area for which the candidate is being considered
- Ability or potential to meet the performance standards of the school district
- Personal characteristics, such as
  - Student-centered
  - Empathy and compassion
  - Collaboration
  - Organizational skills
  - Initiative
  - Creativity
  - Integrity
  - Flexibility

Applications of all candidates shall be given equal consideration without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin. The hiring process shall be designed to encourage the application of qualified candidates of color for all vacancies.

School Committee members may not hold a paid position in the school district. Applications for positions in the school district shall not be considered from School Committee members or their immediate family, or immediate family members of the Superintendent, Deputy Superintendent, Assistant Superintendents, or Principals. For purposes of this policy, “immediate family” is defined as spouses, siblings, children, parents or in-laws as outlined in the MA General Laws Conflict of Interest Law, Chapter 268A. The only exception to this will be part-time positions within Community Education.

CROSS REF.: ADDA, C.O.R.I. Requirements  
Approved: 3/7/19