

**STAFF RECRUITMENT, SELECTION
AND APPOINTMENT**

1. Open positions will be posted in accordance with collective bargaining agreements. Postings will be shared with the appropriate bargaining unit. The extent of external advertising will be determined by the Superintendent or designee according to the level of position and knowledge of the pool of applicants.
2. The applicant review process shall be decentralized to the extent possible and initial screening shall be conducted by the immediate supervisor. All finalist candidates shall be interviewed by the principal and/or responsible administrator. When possible, finalists shall be observed while teaching. References shall be checked.
3. Professional staff who have been laid off because of a reduction in force shall be notified of all vacancies for two years for which they are qualified in accordance with the current agreement between the School Committees and the Acton-Boxborough Education Association.
4. Upon written request to the administration, non-professional staff who have been terminated because of a reduction shall be notified for six months of all vacancies for which they are qualified.
5. Professional Staff will meet with the Superintendent or designee before the final hiring decision is made. Job offers, including placement on the salary schedule, will be made by the Superintendent or designee.

Reviewed: 3/7/19