

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY 4350

HIRING OF NON-CERTIFIED STAFF

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Board of Education shall be responsible for appointments to all positions of employment within the Darien Public Schools which do not require a certificate issued by the State Board of Education.

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the employee's race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

To help our students develop an awareness of the talents, leadership, and cultures of non-Caucasian groups, the Administration shall make a special effort to recruit and employ representatives of all races.

A variety of academic backgrounds, broad geographical representation and gender diversity are to be sought in the selection of staff.

Recruitment: Candidates for consideration are to be selected from existing files in the Personnel Office and from the District's on line application software.

Legal Reference:

Connecticut General Statutes §10-220

ADOPTED BY THE BOARD OF EDUCATION; May 10, 2016
Replaces Board GC1 and GC2

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Darien Public Schools
Hiring Process for Non-Certified Staff

Each interviewing position will have an Interview Chairperson, who shall be designated by the Director of Human Resources. The Interview Chairperson will screen resumes.

1. Interviews shall be conducted by the Interview Chairperson and such other staff as the Interview Chairperson may appoint. All internal candidates shall be interviewed.
2. The Interview Committee will select candidates to recommend for a final interview at Central Office.
3. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.
4. Prior to submission to the BOE, the Interview Chairperson will notify all unsuccessful candidates and forward all paperwork from the Committee to HR.

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