

- Required
- Local
- Notice

PERSONNEL RECRUITING AND HIRING

The Board of Education believes that the quality of the district's employees in large part determines the quality of the education offered to the district's students. As the employer for the school district, the Board will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the district. The Superintendent of Schools 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 district.

Although the Board is the employer of all staff in the district, the Board recognizes that the Taylor Law requires the district to negotiate in good faith with recognized or certified employee organizations over wages, hours, and all other terms and conditions of employment as defined by the Taylor Law or as interpreted by the Public Employment Relations Board. The school district will fully comply with the requirements of the Taylor Law. All other employees in the district who are not represented by a recognized or certified employee organization will receive fair compensation and benefits for the work they provide. In return for the compensation and benefits provided to district staff, the Board expects employees to render the quality of service that enables children to learn at the highest level possible and seek continuous improvement in the service they provide.

New or Revised Positions

The Superintendent of Schools or designee will develop recommended qualifications for all new positions in the district and review the qualifications for all existing positions as necessary. The Superintendent must approve all recommended qualifications for all new and existing positions. The Superintendent of Schools or designee shall refer all proposals for the creation or reclassification of all unclassified (non-instructional) positions and a statement of the duties for these positions to Columbia County Civil Service for classification. The Superintendent of Schools or designee shall inventory and develop job descriptions as required in collaboration with each bargaining unit that incorporate the qualifications and job duties for all positions in the school district. The Superintendent must approve the job descriptions for all positions in the district.

Recruiting

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff and social media. District employees may apply for all positions for which they meet the certification and other stated qualifications. The Board 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 or any other status protected by federal or state law. An effort will be made to reflect the student population the district serves based on qualifications and suitability for position.

Vision Statement

The Hudson City School District strives to educate and promote the social and emotional development of our students by having a diverse instructional, support and administrative team to reflect the diversity of our student population and community. The Board of Education and District Administration will accomplish this by making a concerted effort to broaden the diversity of our candidate pool, which will increase the opportunities of the Superintendent and administrative team to hire qualified candidates from varied gender, racial, ethnic, and religious backgrounds.

Hiring

Through standard recruiting and hiring procedures, the Superintendent of Schools or designee will ensure that candidates for district employment meet all the qualifications set for the position sought. The district will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements. The Superintendent of Schools or designee will recommend individuals for employment to the Board of Education. The Superintendent must recommend all individuals for employment to the Board. The Board must approve of all individuals who are employed by the school district.

The specific goals that will guide the Board as it develops personnel policies are:

1. Increase the diversity of our applicant pool by “casting a wider net”, broadening our approach to advertising open positions in the District.
2. Consistently seek new and varied sources and resources to advertise employment opportunities. This will be accomplished by reaching out to colleges, community members, and organizations for both ideas and potential candidate information that will support our goals.
3. Review annually the data concerning candidate pool demographics. We will examine information gathered from applications as to where they learned about the open positions (to determine the effectiveness of our recruiting efforts), and from administrators about the hiring outcomes and changing trends in staff demographics.
4. To hire and retain the best and most qualified staff available where practical
5. To ensure staff are evaluated in a rigorous and meaningful manner and
6. To grant tenure to staff who have performed at the highest level.

Athletic Positions

Additionally, for athletic positions the following procedures will be followed under normal circumstances:

1. Fall and winter coaching positions will be posted by March.
2. Fall and winter coaching applications are due to the athletic director by April 15.
3. The athletic director will inform human resources after the posting closing date of any positions not filled.
4. Human resources will re-post the remaining (open until filled) vacancies. In addition, positions will be placed on the district website and outdoor sign.
5. Spring coaching assignments will be posted by October.
6. Spring coaching applications are due to the athletic director by November 1 per

contract.

7. The athletic director will inform human resources of any positions not filled.
8. Human resources will re-post the remaining (open until filled) vacancies. In addition, positions will be placed on the district website and outdoor sign.
9. If the positions are not filled after posting in-house, on district website and on the outdoor sign, we advertise in local newspapers.

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 to 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)
Agreement Between the Hudson City School District and the Hudson Teachers' Association July 1, 2011 through June 30, 2014
Education Law §§ 1604(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (Board's authority to hire employees)
Education Law § 3012(2) (Board's authority to grant tenure to teachers)
Civil Service Law § 204 ("Taylor Law" requires school district to negotiate with unions)
8 NYCRR § 100.2(o)(2) (school district required to evaluate teachers)
8 NYCRR § 100.2(dd)(2)(ii)(a) (school district required to provide professional development)
Cross-ref: 0100, Equal Opportunity

Adoption date: July 9, 2007 (as 9000 Personnel Goals)
Revision date: February 10, 2014 (as 9000 Personnel Goals)
Revision date: July 5, 2017