

[] Required
 [X] **Local**
 [] Notice

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.

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 Board must approve the qualifications for all new positions in the district and revisions of the qualifications for 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 develop job descriptions 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 such as OLAS and other electronic media, when appropriate, job fairs, local newspapers, and present staff. 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.

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 Superintendent. 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 and will review the resumé of all finalists.

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

1. Fall and winter coaching assignments will be posted in March.
2. Fall and winter coaching applications are due to the athletic director by April 15.
3. The athletic director will inform human resources within three (3) business days 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 OLAS (On-Line Application Service) website and faxed to the Channel 11 public services line.
5. Spring coaching assignments will be posted by November 15.
6. Spring coaching applications are due to the athletic director by December 1.
7. The athletic director will inform human resources within three (3) business days after the posting closing date 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 OLAS (On-Line Application Service) website and faxed to the Channel 11 public service line.

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)

Agreement Between the Hudson City School District and the Hudson
Teachers' Association July 1, 2006 through June 30, 2011

Adoption date: February 24, 2009