

BOARD OF EDUCATION
Cherry Hill, NJ

POLICY 4111

RECRUITMENT, SELECTION AND HIRING

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the superintendent shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

The Cherry Hill Board of Education values community participation in the process of hiring school district personnel. Therefore, the Cherry Hill Board of Education directs the Superintendent to include parents, community members and students in the interview process where appropriate. The Superintendent will seek community input in creating a profile of the candidate being sought for specific administrative positions.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The superintendent shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

It shall be the duty of the superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

It is the policy of the Cherry Hill Board of Education to promote diversity and equal access to all categories of employment, including retention and advancement in the District, through a positive continuing program or specific practices designed to ensure the full realization of equal employment opportunity without regard to age, sex, sexual orientation, gender identity or expression, race, color, creed, religion, ancestry, national origin, social or economic status, parenthood, marital status or handicap. Teachers from foreign countries are exempt from teacher citizenship requirements when employed for a temporary employment period.

Equal employment opportunity is not only the law, but is a principle of the Cherry Hill Board of Education's operation. All employees are expected to cooperate in achieving this goal. To implement this policy, the Board will continue to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to age, sex, sexual orientation, gender identity or expression, race, color, creed, religion, ancestry, national origin, social or economic status, parenthood, marital status or handicap;

Policy 4111: Recruitment, Selection and Hiring
page 2 of 3

- B. Insure that all personnel actions, including but not limited to, compensation, promotions, demotions, benefits, transfers, layoffs, return from layoffs, district-sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to age, sex, sexual orientation, gender identity or expression, race, color, creed, religion, ancestry, national origin, social or economic status, parenthood, marital status or handicap, and
- C. Refrain from doing business with any vendor who does not adhere to the principles or nondiscriminatory employment practices.

The superintendent in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The Board of Education shall appoint all staff members only from nominations made by the superintendent. Should a nominee be rejected, it shall be the duty of the superintendent to make other nominations. All appointments shall be by record roll call majority vote of the full membership of the board.

Legal References:

N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:3-15. 1 et seq.

N.J.S.A. 18A:6-5
N.J.S.A. 18A:6-6
N.J.S.A. 18A:6-7.1, -7.5

N.J.S.A. 18A:6-76.1

N.J.S.A. 18A:11-1
N.J.S.A. 18A:13-40

N.J.S.A. 18A:16-1
N.J.S.A. 18A:26-1, -1.1, -2
N.J.S.A. 18A:27-1 et seq.

See particularly:

N.J.S.A. 18A:27-4.1
N.J.S.A. 18A:54-20
N.J.S.A. 26:8A-1 et seq.
N.J.A.C. 6A:7-1.1 et seq.

See particularly:

N.J.A.C. 6A:7-1.4,-1.8
N.J.A.C. 6A:9-6.1 et seq.
N.J.A.C. 6A:9-8.1 et seq.
N.J.A.C. 6A:9-11.1 et seq.

Law Against Discrimination

Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation

Inquiry as to religion and religious tests prohibited
No sex discrimination

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Deadline for notification to students of requirements of provisional certificate and induction program

General mandatory powers and duties

General powers and duties of board of newly created regional districts

Officers and employees in general

Citizenship of teachers, exceptions

Employment and Contracts

Powers of board (county vocational schools)

Domestic Partnership Act

Managing for Equality and Equity in Education

Types of Certificates

Requirements for Instructional Certification

Exceptions for the Requirements for the Instructional Certificate

Policy 4111: Recruitment, Selection and Hiring
Page 3 of 3

N.J.A.C. 6A:9-12.1 et seq. *Requirements for Administrative Certification*
N.J.A.C. 6A:30-1.1 et seq. *Evaluation of the Performance of School Districts*
N.J.A.C. 6A:32-4.1 *Employment of teaching staff*
N.J.A.C. 6A:32-4.8 *Support residencies for regularly certified, inexperienced
first-year principals*
N.J.A.C. 6A:32-5.1 *Standards for determining seniority*

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the
Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey Department of Education

Related Procedures:

A-22: Advertising for Job Openings
C-11: Criminal History Check Procedure
P-21: Alternate Route Teacher Program – Guidelines for Training
and Supervising in the Alternate Route Teacher Program
P-12 School Employee Physical Examinations
P-28: Personnel Selection Committees – Certificated
P-29: Personnel Selection Committees – Non-certificated
R-15: Recruitment, Selection, Hiring Qualifications and Duties

Adopted: 11/23/99

Revised: 4/29/03, 3/27/12