

Teaching Staff Selection and Appointment

The Board of Education has the legal responsibility to appoint all teaching employees. The duty of recruiting and selecting members of the teaching staff is assigned to the Superintendent of Schools. In carrying out this responsibility the Superintendent will involve various administrators, Instructional Leaders and teaching staff as needed. This policy pertains to all prospective employees eligible for membership in the New York State Teachers' Retirement System. Selection of the Superintendent of Schools and administration are not addressed by this policy.

All full-time teaching personnel selected for employment by the district must be recommended by the Superintendent of Schools and approved by the Board of Education thereby authorizing payment for services rendered as provided by Education Law. A roster of substitute teachers will be presented to the Board for their approval thereby authorizing their limited employment as needed.

The Board of Education offers the following criteria to be used in the recruitment, selection and appointment of appropriate teaching staff members for the school district.

- 1) There will be no discrimination in the hiring process due to age, gender, creed, race, color, national origin, sexual orientation or disability.
- 2) Candidates for full-time teaching positions must provide evidence of meeting the State Education Department requirements for certification within the teaching area for which they are a candidate. No recommendation for full-time employment will be made for a teacher without such certification. Vacancies for positions where appropriate certified candidates are unavailable may be filled by temporary appointment.
- 3) The quality of instruction is enhanced by a staff with a wide variation in educational preparation, geographic backgrounds and previous work experiences. Effort will be exerted to maintain the variation in Chenango Valley's teaching staff.

The employment of full-time teaching personnel will adhere to the following guidelines:

- 1) A verbal offer of employment is made to the candidate subject to approval of the recommendation by the Board of Education.
- 2) Verbal acceptance of the offer by the candidate subject to approval of the recommendation by the Board of Education.
- 3) Formal recommendation of the candidate to the Board of Education by the Superintendent of Schools.
- 4) Approval of the candidate by resolution of the Board of Education.
- 5) Notice of Board of Education action communicated to the candidate.
- 6) Formal written acceptance of the appointment by the candidate. The signed Oath of Allegiance is considered formal written acceptance by the candidate.
- 7) New York State Screening Test for New Employees (Fingerprinting). Candidate will be responsible for payment of all fingerprinting and associated fees.