

DEFINITION:

All personnel other than those employed certified, licensed professional educators are considered to be non-certified personnel. A full-time person is one who works thirty (30) or more hours per week.

RECRUITMENT AND SELECTION

Recruitment, if determined to be necessary, for all non-professional positions will be done upon the basis of job descriptions which set forth the general qualifications needed, including the skills, level of maturity, ability to work with others, and role within the total school. This job description will also set forth the duties, and line of responsibility. Such job description will be drawn up by the Superintendent, assisted by the Principal, subject to the approval of the Board's Committee concerned with this activity.

Following the development of the job description, candidates may be attracted by advertising or may be drawn from qualified substitutes or applicants already on hand. All vacancies shall be posted on the bulletin board located in the school office. The Superintendent shall make the determination as to which process will be utilized.

Selection will be based upon the submission of a formal application, checking references, possible testing for general ability or specific skills, and a personal interview. Applications will be directed to the Superintendent or the Principal and screening will be done by the Superintendent, the School Principal, and may include a member of the Board's Personnel Committee.

The Superintendent shall insure that the District is in compliance with the provisions of Title I, the No Child Left Behind Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.

APPOINTMENT

The Board may appoint employees upon recommendation by the Superintendent.

ASSIGNMENT

Following appointment, assignment to duties and duty schedules become the responsibility of the Principal.

RESPONSIBILITIES AND DUTIES

Where duty lists and schedules are required beyond those included in general job descriptions, the Principal will be responsible for preparation of such lists. These will be required specifically in the case

of the secretary.

PROBATION AND EVALUATION

All non-certified positions are probationary for a six month period, during which appointments may be terminated by Board action, upon the recommendation of the Superintendent, with one week's notice.

Non-certified personnel will be evaluated in writing annually, according to job descriptions.

(cf. 4111.1 - Affirmative Action)

Legal Reference: Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
46a-81c Sexual orientation discrimination: Employment.
Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq.

Board Adopted: November 13, 2013