

PROFESSIONAL STAFF HIRING

Through its employment policies, the Dedham Public School District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy, or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member is directed to establish a representative search committee. (In the case of district-wide positions and for the position of principal, this is the Superintendent; for building-based personnel, it is the principal.) In the event of an unexpected vacancy, the superintendent can waive the formation of a search committee.

In selecting members of the search committee, there are a number of considerations to keep in mind:

- Key stakeholders should be represented on the search committee. For schools-level positions, this may include administrators, staff members and parents. In the case of a search for a central administration managerial position, principal or other building head, the search committee may also include representatives of elected and appointed board and community members;
- The size of the search committee should be based on the position to be filled and the constituencies that should be represented. A majority of the members of the search committee should not be directly supervised by the employee to be hired. Hence, inclusion of one teacher from another building would be preferred;
- People selected to participate on the search committee should have sufficient time to dedicate to the process;

- The formation of a search committee should be publicized so that those who are eligible to serve will receive sufficient notice to submit their names for consideration. Where the search committee will be comprised of staff and parents, normal methods of communication such as newsletters, web sites, email and connect-ed can be used. Where the search committee will include other stakeholders, means of communicating that will likely be effective in reaching those stakeholders, such as local newspapers and community access television may be utilized;
- The Superintendent is responsible for appointing the chair of the search committee. Search committee members shall receive an orientation that addresses appropriate behavior to be exercised when serving on a search committee. The orientation shall address confidentiality, prohibited questions and other relevant subjects. It is the responsibility of the chair to ensure that this orientation is provided;
- The administrator has the final say in determining who will be hired but it is expected that the search committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative search committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a search committee to assist the Superintendent in making his/her recommendation to the School Committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45
Massachusetts Board of Education Requirements for Certification
of Teachers, Principals, Supervisors, Directors, Superintendents
and Assistant Superintendents in the Public Schools of the
Commonwealth of Massachusetts, revised 1994
BESE Regulations 603 CMR 7:00, 26.00, and 44:00