

Policy Code: 5020 RECRUITMENT AND SELECTION

It shall be the policy of the Edenton-Chowan Board of Education that a continuous system of recruitment and selection of personnel be maintained in order to assure competent candidates for vacancies as needed. The Edenton-Chowan Board of Education believes in the value of providing students with an opportunity to learn from staff members of diverse backgrounds. Therefore, the Board is committed to recruiting applicants who reflect the racial, sexual and cultural diversity of the Chowan County community and the students who attend the Edenton-Chowan Schools.

All employment decisions will be consistent with the board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The Board will employ the best candidate for the job.

1. Qualifications

The Superintendent will recommend and the Board will hire candidates for employment based on the following:

- a. Application;
- b. Qualifications;
- c. State licensure, where applicable;
- d. Record of experience, background information, performance, including references;
- e. Personal interviews;
- f. Criminal record checks; and
- g. Any other relevant information.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Employment Procedures

- a. All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.
- b. State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.
- c. The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

All hiring practices will comply with the Board's Equal Employment Opportunities policy.

LEGAL REF: [20 U.S.C. § 7081](#); Age Discrimination in Employment Act of 1967, [29 U.S.C. 621](#) *et seq.*; Americans with Disabilities Act of 1990, [42 U.S.C. 12101](#) *et seq.*; Equal Educational Opportunities Act of 1974, [20 U.S.C. 1703](#); Equal Pay Act of 1963, [29 U.S.C. 206](#); Fair Credit Reporting Act, [15 U.S.C. 1681](#) *et seq.*; Genetic Information Nondiscrimination Act of 2008, [42 U.S.C. 2000ff](#) *et seq.*; Military Selective Service Act, [50 U.S.C. Appx. 453](#); Rehabilitation Act of 1973, [29 U.S.C. 794](#); Title VII of the Civil Rights Acts of 1964, [42 U.S.C. 2000e](#) *et seq.*; Title IX of the Education Amendments of 1972, [20 U.S.C. 1681](#) *et seq.*; Uniformed Services Employment and Reemployment

Rights Act of 1994, [38 U.S.C. 4301](#) et seq.; [8 U.S.C. 1101](#) et seq.; [42 U.S.C. 9858f](#); [45 C.F.R. 98.43](#); *Green v. Missouri Pacific Railroad* (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012) available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; [G.S. 14-208.18](#); [15A-153](#); [110-90.2](#); [115C-12.2](#), [-36](#), [-47](#), [-276\(j\)](#); [-332](#); [126-7.1\(i\)](#), [-16](#); [127A-202.1](#) et seq.; [127B-10](#), [-12](#), [-14](#); [143B-421.1](#), [-931](#); *Leandro v. State*, 346 N.C. 336 (1997); [10A N.C.A.C. 09 .0102](#), [-.2701](#), [-.2702](#), [-.2703](#); [16 N.C.A.C. 6C .0313](#); State Board of Education Policy [BENF-009](#), [NCAG-6C.0313](#)
CROSS REF: School Board Authority and Duties (Policy 1300)
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Edenton-Chowan Schools