

**POLICY NO. 4010**  
**Adopted: 8-12-81**  
**Revised: 2-28-01**

**PERSONNEL RECRUITMENT, SELECTION AND ASSIGNMENT:  
NONDISCRIMINATION**

**POLICY:**

**Vision:** Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff members are highly effective and have the necessary skills and experience to meet the learning needs of all students. The District works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the District's programs.

**Structure:** Staff positions are established by the Board to provide the District's comprehensive program of education. New positions are established by the Board as needed. The Superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position as it relates to the District's comprehensive program of education and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position and is made pursuant to the District's standard screening, interview, reference check process, and equity requirements.

**Accountability:** Positions are created within budget parameters and legal requirements. Part of the District's strategic and short-term planning processes is to analyze current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The Superintendent regularly evaluates the effectiveness of the District's staff recruitment and selection processes and reports the findings and recommendations from the evaluation to the Board.

**Advocacy:** The Board and District regularly communicate to staff, professional associations, employee bargaining units, teachers, and professional preparation programs in higher education, students, parents, and the larger community the District's commitment to hiring those people best prepared and able to improve student achievement.

The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, sex, marital status, or non-job-related physical, sensory, or mental handicaps, except as such is the basis for valid occupational qualifications.

#### Legal References:

RCW 28A.400.300 Hiring and discharging employees--Leaves for employees--  
Seniority and leave benefits, retention upon transfers between schools  
RCW 28A.405.210 Conditions and contracts of employment--Determination of  
probable cause for non-renewal of contracts--Notice--Opportunity for hearing  
RCW 43.43.830 Background checks -- Access to children or vulnerable  
persons  
RCW 43.43.832 Background checks--Disclosure of child abuse  
WAC 162-12 Pre-employment Inquiry Guide (Human Rights Commission)  
AGO 62155.00 - No. 155 - 1961-62 Expenses of Applicants  
8 USC 1324a and 1324b (IRCA) Immigration Reform and Control Act of 1986