

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53  
Burnham – Detroit – Pittsfield**

**Professional Staff Hiring**

Through its employment policies, the Board shall attempt to attract and retain through effective administrative procedures, the highest qualified personnel for all professional positions.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all state requirements including certification REGULATION, and the requirements of the Board for the specific position for which the nomination is made.

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

1. The candidate shall Complete a District application.
2. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
3. No candidates shall be hired without a personal interview and wherever possible the candidates shall be observed in their own schools prior to selections. References shall be checked.
4. No candidate is to be employed for, or assigned to, a position where his/her evaluation will be made in part or in whole by a person to whom he/she is related.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

Policy Reference:     2.01 Equal Employment Opportunity  
                              2.16 Board Member: Prohibited Appointments and Employment,  
                              Conflict of Interest  
                              3.02 Job Description – Superintendent of Schools  
                              6.06 Professional Staff Positions

Amended: October 10, 1995

Amended: May 15, 2008