



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Certificated Personnel

Recruitment and Selection

The Board of Trustees desires to employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessment of the district's needs for specific skills, knowledge and abilities.
2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best-qualified candidate for recommendation to the Board.

The Superintendent or designee shall recommend only those candidates who meet all qualifications established by law and the Board for the position. Nominations for employment shall be based upon screening devices, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

District employment practices shall not discriminate against legal noncitizen residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee, who shall present one candidate to the Board for approval.

Legal Reference:

Regulation approved: 1/13/87

Revised: 6/26/96