

# **Santa Barbara School Districts**

## **Board Policy**

**BP 4111**

**BP 4211**

### **Personnel**

#### **RECRUITMENT AND SELECTION**

The Governing Board desires to employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures that 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 that identify the best possible candidates for interviews.
5. Interview procedures that 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 the 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 non-citizen 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:

EDUCATION CODE

- 200-261 Prohibition of discrimination on the basis of sex
- 44066 Limitations on certification requirement
- 44259 Teaching credential; exception; designated subjects; minimum requirements
- 44830 Employment of certificated persons
- 44830.5 Assignment of certificated employees to district; ethnic ratio
- 44858 Age or marital status in employment positions requiring certification qualifications
- 44859 Prohibition against certain rules and regulations re residency

CODE OF REGULATIONS, TITLE 5

- 30-31 Affirmative action employment programs

GOVERNMENT CODE

- 12900 Unlawful employment practices
- 12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

- 1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

UNITED STATES CODE, TITLE 42

- 2000d-2000d-7 Title VI Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
- 2000h-2000h-6 Title IX, 1972 Education Act Amendments
- 12101 – 1221 Americans with Disabilities Act

Policy: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS  
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