



Oxnard Union High School District

SECTION 4000 PERSONNEL

BOARD POLICY BP 4111/4211/4311

RECRUITMENT AND SELECTION OF CERTIFICATED AND CLASSIFIED SUPERVISORY PERSONNEL

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

- (cf. 0100 - Goals for the School District)
- (cf. 4000 - Concepts and Roles)
- (cf. 4100 - Certificated Personnel)
- (cf. 4200 - Classified Personnel)
- (cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

- (cf. 2230 - Representative and Deliberative Groups)

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

- (cf. 4112 - Appointment and Conditions of Employment)
- (cf. 4112.2 - Certification)
- (cf. 4112.22 - Staff Teaching English Language Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
- (cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

**RECRUITMENT AND SELECTION OF CERTIFICATED AND PERSONNEL CLASSIFIED
SUPERVISORY - BP 4111/4211/4311 (CONT.)**

(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

200-262.4	Prohibition of discrimination
41530-41533	Professional Development Block Grant
44066	Limitations on certification requirement
44259	Teaching credential; exception; designated subjects; minimum requirements
44735	Teaching as a Priority block grant
44740-44741	Personnel management assistance teams
44750	Teacher recruitment resource center
44830-44831	Employment of certificated persons
44858	Age or marital status in certificated positions
44859	Prohibition against certain rules and regulations re: residency
45103-45139	Employment (classified employees)
49406	Examination for tuberculosis

GOVERNMENT CODE

815.2	Liability of public entities and public employees
12900-12996	Fair Employment and Housing Act, including:
12940-12956	Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a	Unlawful employment of aliens
1324b	Unfair immigration related practices

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-2-2000h-6	Title IX, 1972 Education Act Amendments
12101-12213	Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190	Americans with Disabilities Act
---------------	---------------------------------

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [ASSISTANT SUPERINTENDENT]

Interview Panels

- Consist of 12 panel members.
- Administrative interview panel participants will be selected at the time of the advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- The Superintendent and a minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Stakeholders' Input

- The Superintendent's Office, assisted by Human Resources, will collect information from parents, students, classified staff and certificated staff.
- This information will also serve as the basis for possible interview questions used at different levels of the selection process.
- Stakeholder input will be provided to the interview panel the day of the interview.

Writing Prompt (Superintendent's discretion):

- Each applicant shall complete a written assignment.
- The writing sample will be reviewed by the final interview panelists.
- Unsatisfactory written skills will disqualify a candidate for further consideration.

Panel Interviews

- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.

- Training will emphasize:
 - District expectancies derived from the administrative evaluation system and District Goals, standards for Educational Leaders
 - The duties of the vacant position and the managerial qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - The importance and legal guidelines of confidentiality about the interview activities and references.
 - The school stakeholders’ aspiration and desires for the successful candidate.
 - The rating process.
 - For transparency purposes, all panel members will leave knowing which candidates will be sent to the final round.

Committee Composition	Recommendation of the following:
Certificated Staff – 2	OFTSE
Classified Staff – 1	OFTSE
Principal – 2	Executive Cabinet
Parent – 2	PTSA
District Administration – 2	Executive Cabinet
OFTSE Representative – 1	OFTSE
CSEA Representative – 1	CSEA
Assistant Superintendent, Human Resources/Screening Committee Facilitator – 1	
Total 12	

- Final Round Panel
 - Executive cabinet (Superintendent and Assistant Superintendents)
- First Panel Interview
 - Panel members will individually list the candidate’s strengths and weaknesses.

Reference Checks

- The Human Resources Division will contact references. The information collected shall be compiled using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates for further consideration.

Determination of Final Round Candidates

- The determination shall be made by the Superintendent on the basis of the following:
 - The results of the interview panels’ strengths and weaknesses sheets.
 - The results of the written activity (if applicable).
 - The information received from the reference contacts.

Present Candidate to Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round interviewees, and shall make a recommendation for employment to the Board of Education.

Board of Education

- The Board of Education will approve the final selection and appointment of employment.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [PRINCIPAL]

Interview Panels

- Consist of 20 panel members (1/3 from the site; 1/3 from sister sites; 1/3 from the district)
- Administrative interview panel participants will be selected at the time of the advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectations that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Stakeholders' Input

- The Superintendent's Office, assisted by Human Resources, will collect information from parents, students, classified staff and certificated staff at the school.
- This information will also serve as the basis for possible interview questions used at different levels of the selection process.
- Stakeholder input will be provided to the interview panel the day of the interview.

Writing Prompt (Superintendent's discretion):

- Each applicant shall complete a written assignment.
- The writing sample will be reviewed by the final interview panelists.
- Unsatisfactory written skills will disqualify a candidate for further consideration.

Panel Interviews

- Two Panel Format: Technical and Interpersonal
- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.

- Training will emphasize:
 - District expectations derived from the administrative evaluation system and District Goals, standards for Educational Leaders
 - The duties of the vacant position and the managerial qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - The importance and legal guidelines of confidentiality about the interview activities and references.
 - How to use the scoring instruments in the rating process.
 - For transparency purposes, all panel members will leave knowing which candidates will be sent to the final round.

Committee Composition (1/3 from the site; 1/3 from sister sites; 1/3 from the district)	Recommendation of the following:
Certificated Staff – 7	Executive Cabinet
Classified Staff – 3	Executive Cabinet
Principal – 1	Executive Cabinet
Parent – 4	PTSA
District Administration – 2	Executive Cabinet
OFTSE Representative – 1	OFTSE
CSEA Representative – 1	CSEA
Assistant Superintendent, Human Resources/Screening Committee Facilitator – 1	
Total 20	

- First Panel Interview Scoring
 - Panel members will individually score each candidate on each question.
 - After each interview, all score sheets will be collected and given to Assistant Superintendent, Human Resources’ administrative assistant to be tallied.
 - Members of the two panels will get together upon completion of the interviews. Before each panelist leaves they will be informed of the candidates ranking order.
 - The ranking order will determine which three, four or five interviewees will be forwarded to the second round of interviews.

- Final Round Panel
 - Executive cabinet (Superintendent and three Assistant Superintendents)

Reference Checks

- The Human Resources Division will contact references. The information collected shall be compiled using the appropriate form.
- Unsatisfactory reference checks will disqualify candidates for further consideration.

Determination of Final Round Candidates

- The Human Resources Division shall forward the list of successful candidates to participate in the final level of screening.
- That determination shall be made on the basis of the following:
 - The results of the interview panels’ ranking.
 - The results of the written activity (if applicable).
 - The information received from the reference contacts.

Present Candidate to Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bios of each of the final round interviewees and shall make a recommendation for employment to the Board of Education.

Board of Education

- The Board of Education will determine the final selection and appointment of employment.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [ASSISTANT PRINCIPAL]

As Assistant Principal vacancies become available, current Assistant Principals will be given an opportunity to apply for a transfer into the existing vacancy.

Interview Panels

- Consist of eight panel members.
- Administrative interview panel participants will be selected at the time of the advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Panel Interviews

- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.
- Training will emphasize:
 - District expectancies derived from the administrative evaluation system and District Goals, standards for Educational Leaders
 - The duties of the vacant position and the managerial qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - The importance and legal guidelines of confidentiality about the interview activities and references.
 - How to use the scoring instruments in the rating process.
 - For transparency purposes, all panel members will leave knowing which candidates will be sent to the final round.

Committee Composition (1/3 from the site; 1/3 from sister sites; 1/3 from the district)	Recommendation of the following:
Certificated Staff – 7	Executive Cabinet
Classified Staff – 3	Executive Cabinet
Principal – 1	Executive Cabinet
Parent – 4	PTSA
District Administration – 2	Executive Cabinet
OFTSE Representative – 1	OFTSE
CSEA Representative – 1	CSEA
Assistant Superintendent, Human Resources/Screening Committee Facilitator – 1	
Total 20	

- Panel Interview Scoring
 - Panel members will individually score each candidate on each question.
 - After each interview, all score sheets will be collected and given to Assistant Superintendent, Human Resources’ administrative assistant to be tallied.
 - Panel members will get together upon completion of the interviews. Before each panelist leaves they will be informed of the candidates ranking order.

Reference Checks

- The Human Resources Division will contact references. The information collected shall be compiled using the appropriate form.
- Unsatisfactory reference checks will disqualify interviewee from being recommended for the position.

Determination of Recommended Candidate

- That determination shall be made on the basis of the following:
 - The results of the interview panels’ ranking.
 - The information received from the reference contacts.

Present Candidate to Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bio of the recommended candidate and shall make a recommendation for employment to the Board of Education.

Board of Education

- It is the purview of the Superintendent to transfer and to keep the Board of Education informed.
- The Board of Education will determine the final selection and appointment of employment.



Oxnard Union High School District

SECTION 4000 ADMINISTRATION

ADMINISTRATIVE REGULATIONS AR 4111/4211/4311

RECRUITMENT AND SELECTION [DIRECTOR AND COORDINATOR]

Interview Panels

- Consist of eight panel members.
- Administrative interview panel participants will be selected at the time of the advertising.

Job Flyer/Posting of Vacancies

- Prior to flying the position, Human Resources will review and update job description.
- The job description/flyer should contain elements and expectancies that are related to and consistent with the superintendent's administrative evaluation system.

Verification of Application for Completeness and Minimum Eligibility

- Conducted by the Assistant Superintendent of Human Resources.
- The applicants will be screened for completeness, possession of the appropriate credential, required experience and degree.
- Applicants submitting incomplete applications will be contacted, if time permits, to allow them to submit missing information.

Screening Applications

- Minimum of three administrators will screen the applications.
 - One administrator from Human Resources.
 - The other screeners will be administrators with knowledge of the vacant position and the expectations of the district.
- Each person will screen the applications independently, initial the application and indicate if they recommend for an interview.
- Those applicants that all screening committee members recommend for an interview will be granted an interview. If more candidates are needed the committee will rescreen the applications that have all but one initial from the screening committee.

Panel Interviews

- All panel members will be provided with a half hour briefing the morning of the interviews.
- The Assistant Superintendent of Human Resources will address panel members.
- Training will emphasize:
 - District expectancies derived from the administrative evaluation system and District Goals, standards for Educational Leaders
 - The duties of the vacant position and the managerial qualities that are sought and evaluated.
 - Information regarding the interview as a selection tool and interview techniques.
 - Their role as a panel member.
 - The importance and legal guidelines of confidentiality about the interview activities and references.
 - How to use the scoring instruments in the rating process.
 - For transparency purposes, all panel members will leave knowing which candidates will be sent to the final round.

Committee Composition (1/2 from the site; 1/2 from the district)	Recommendation of the following:
Certificated – 2	Executive Cabinet
Classified – 2	Executive Cabinet
Site Administration – 2	Executive Cabinet
District Administration – 2	Executive Cabinet
Assistant Superintendent, Human Resources/Screening Committee Facilitator – 1	
Total 9	

- Panel Interview Scoring
 - Panel members will individually score each candidate on each question.
 - After each interview, all score sheets will be collected and given to Assistant Superintendent, Human Resources’ administrative assistant to be tallied.
 - Panel members will get together upon completion of the interviews. Before each panelist leaves they will be informed of the candidates ranking order.

Reference Checks

- The Human Resources Division will contact references. The information collected shall be compiled using the appropriate form.
- Unsatisfactory reference checks will disqualify interviewee from being recommended for the position.

Determination of Recommended Candidate

- That determination shall be made on the basis of the following:
 - The results of the interview panels’ ranking.
 - The information received from the reference contacts.

Present Candidate to Board of Education

- In closed session, the Superintendent or designee will inform the board of trustees on the process, review the bio of the recommended candidate and shall make a recommendation for employment to the Board of Education.

Board of Education

- The Board of Education will determine the final selection and appointment of employment.