

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield New Jersey 07081**

**POLICY: RECRUITMENT, SELECTION AND HIRING (Non-Certificated Staff)**

The Board of Education shall appoint all staff members only from nominations made by the Chief School Administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The Chief School Administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The Chief School Administrator is responsible for the maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

All candidates must have training and/or actual work experience in the vacant position, and/or an acceptable level of proficiency.

It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Chief School Administrator to communicate this fact to all candidates.

The Chief School Administrator may make temporary appointments in emergency situations in accordance with law. These appointments must be ratified by the Board at the next regular meeting.

**Legal References:**

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

N.J.S.A. 18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions

N.J.S.A. 18A:39-17 through -20 Names, social security numbers, and certification of

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act

N.J.S.A. 39:3-10.1 Driver of motor vehicle or trackless trolley with capacity over six passengers;  
Special license

N.J.A.C. 6A:7-1.1 et seq Managing for Equality and Equity in Education

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by  
the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

### **Cross References:**

2131 Chief school administrator

3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives

4000 Concepts and roles in personnel

4010 Goals and objectives

4123 Classroom aides/paraprofessionals

4211.1 Nondiscrimination/affirmative action

4212.4 Employee health

4212.5 Criminal history check

4212.6 Personnel records

4212.8 Nepotism

4219.23 Employee substance abuse

4222 Non-instructional aides

6010 Goals and objectives

9123 Appointment of board secretary

9124 Appointment of business official

Approved: November 19, 2007