

Downey Unified School District

CERTIFICATED PERSONNEL

EMPLOYMENT

AR 4110

Recruitment and Selection of All Certificated Personnel

All available sources of personnel supply shall be utilized from within the State of California and when necessary from outside the State. Contact shall be maintained with various college placement offices throughout the country as well as other professional placement offices.

Recruitment will include visits to colleges and universities by the Assistant Superintendent, Personnel Services, and other administrators that the Superintendent may designate.

The selection of certificated personnel is based primarily on an evaluation of written application, transcripts, recommendations, and personal interviews with the Assistant Superintendent, Personnel Services, and with the administrator where the vacancy exists. The following routine procedure will be adhered to unless circumstances prevent:

1. All applications for positions shall be made on approved forms through the Personnel Office.
2. The Personnel Office shall assemble evidence of qualification and certification by securing confidential papers, or by direct contact with previous employers, transcripts of college credit, and other pertinent information.
3. Applicants must have a regular valid California credential authorizing service in the specific area of their employment.
4. Secondary teaching applicants will be referred to vacancies in their college major and minor areas.
5. Applicants who appear to qualify for the particular position in terms of preparation and experience will be invited to arrange for a personal interview at the Personnel Office.
6. Those applicants who appear to be fully qualified candidates for a vacant position will then be scheduled for interview with the administrator where the vacancy exists and with one other administrator, if possible. Evaluations from the interviews will then be used by the Personnel Office to determine if a tentative offer of employment should be made.

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7. If the tentative offer is accepted, the Assistant Superintendent, Personnel Services, will nominate the candidate to the Superintendent who will, if he/she approves, present the nomination to the Board for approval or ratification.
8. When a candidate has been approved by the Board of Education for a given position, he/she will be notified by the Personnel Office as soon as possible. If he/she has not been selected but is being considered for another position, no notification will be sent. If the candidate is not to be given further consideration, the candidate will be notified.
9. A person may not be employed who has not reached his/her 18th birthday.
10. Relatives of a supervisory employee shall not be assigned to the same school or department where he/she serves in a supervisory or administrative position. The following family relationships shall come under this restriction: father, mother, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, or any relative of the employee or spouse living in the household.
11. All certificated appointments for the Adult School are channeled through the Personnel Office for approval by the Board of Education.
 - a. The Adult School Principal or designee shall interview candidates for positions in the Downey Adult School.
 - b. All persons recommended shall meet all qualifications required by law for the type of position for which nomination is made.

District Non-Teaching and Non-Administrative Positions

1. If sufficient qualified candidates are available within the District a vacancy notice will be posted in each school. If candidates outside the District are solicited vacancies will be listed in college and other professional placement offices.
2. Each applicant shall be expected to present to the Personnel Office the materials requested in the vacancy notice for making application and verifying qualifications for the vacant position.

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District Non-Teaching and Non-Administrative Positions - continued

3. Interviews will be scheduled.
4. Selection will be based upon evaluation of application materials, references, and personal interviews. The Personnel Office shall make the offer of employment.
5. If the offer of employment is accepted the Assistant Superintendent, Personnel Services, will submit the name of the selected candidate to the Superintendent who will, if he/she approves, present the nomination to the Board of Education for approval or ratification.
6. The Personnel Office shall notify all candidates of the selection after action by the Board of Education.

Approved: 2/18/63, 6/1680

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