

Personnel -- Certified/Non-Certified

Recruitment and Selection

The Board of Education believes that the most important person in the educational life of any student is his/her teacher. Therefore, the Board of Education believes in recruiting and employing the best talent available (teachers, administrators, counselors, librarians, etc.), recognizing the contributions of diverse staff. Beginning in school year 2006-07 all District teachers teaching a core academic subject area, as defined in the No Child Left Behind Act, must be determined to be “highly qualified.”

The Board of Education recognizes the heterogeneity of the people who reside in the school district and believes that diversity should have an important bearing on all aspects of the school district's activities. (i.e., Gender, Ethnicity, etc.)

The Board of Education believes it is especially important that this heterogeneity be recognized in the recruitment, hiring, promotion and assignment of personnel. The Board of Education and administration shall develop and implement a written plan for diversifying staff recruitment. The administration and staff shall engage in fair and sound personnel practices in the appointment of all district employees including non-certified staff. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes
 10-151 Employment of teachers. Notice and hearing on
 termination of contract.
 10-153 Discrimination on account of marital status.
 10-220 Duties of Boards of Education.
 31-126 Unfair Employment Practices
 46a-60 Discriminatory employment practices prohibited.
 20 U.S.C. Section 1119 No Child Left Behind Act
 34 C.F.R. 200.55 Federal Regulations
 Circular Letter C-6, Series 2004-2005, Determining “Highly
Qualified” Teachers
 Circular Letter C-9, Series 2004-2005, “No Child Left
Behind” and Districts’ High Objective Uniform State Standard of
Evaluation (HOUSSE) Plans.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

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Plan for Minority Staff Recruitment

In accordance with Section 10-4a(3) and Section 10-220(a) of the Connecticut General Statutes, the Putnam Board of Education has developed the following written plan for minority staff recruitment:

1. All recruiting sources will be informed in writing of the Board's nondiscrimination policy.
2. The Board will develop contacts with local training and educational institutions including those with high minority enrollments to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
3. The Board will publicize job openings within the school district and to solicit referrals of qualified minority candidates.
4. The Board will expand its help wanted advertising to include print and/or media that is accessible to minorities.
5. Where practical, the Board will participate in regional job fairs including those that are sponsored by the minority community organizations or otherwise targeted toward minorities.
6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
7. The Board will review on an annual basis the effectiveness of this plan in increasing minority applicant flow and attracting qualified candidates for employment.

Legal Reference: Connecticut General Statutes
10-4a(3) Educational interest of state identified
10-220(a) Duties of Boards of education

Regulation approved: August 18, 2009

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Equal Employment Opportunity

Affirmative Action

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability. The Board of Education directs the administration to pursue the recruitment, selection and employment of qualified people among racial and ethnic minority groups.

The Board of Education requests an annual report from the Superintendent of Schools concerning the extent to which the above-mentioned affirmative action program is being achieved.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

46a-81a Discrimination on the basis of sexual orientation

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

Policy adopted: August 18, 2009

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