

**SUBJECT: CERTIFIED PERSONNEL**

The Board of Education shall, upon the recommendation of the Superintendent, create, abolish, maintain and/or consolidate positions involving certified persons as necessary for the proper and efficient achievement of its goals.

All assignments and transfers shall be made in accordance with the provisions of law, Board of Education policies, and the employee's negotiated agreement.

Professional Staff Positions

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent of Schools and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.

Professional Staff Recruiting and Hiring

The Board of Education will attempt to attract, secure, and hold qualified personnel for all professional positions. The selection program will be based upon finding candidates who will devote themselves to the education and welfare of the children attending the Levittown Public Schools.

Recruiting procedures shall enable the District to seek qualified candidates from a variety of sources, including present staff. Any current employee of the District may apply for any position for which he/she meets certification and other stated requirements. Residents will be given preliminary consideration in the process.

The Board adheres to the practice of recruiting and hiring personnel without regard to religion, creed, race, color, marital status, national origin, sex or disability.

It will be the duty of the Superintendent of Schools to see that persons nominated for employment in the schools meet all certification requirements and requirements of the Board for the type of position for which the nomination is made.

(Continued)

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The District administration may utilize a committee process for the purpose of screening candidates. Any such committees shall be solely advisory and shall not embody any specific authority relative to the disposition of any candidate. The administration shall take measures to assure that membership on any such committee shall be neutral with respect to prior knowledge and/or relationship with any candidate(s), and that members shall not be in a position (such as pending tenure) which may render the successful candidate beholden in any manner.

While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination in a timely manner, (typically within 60 days) subject to the availability of qualified candidates.

In instances of vacancies in top administrative posts, the Superintendent will offer the Board an opportunity to interview the nominee before the Board acts on the nomination.

No person shall be considered employed until a resolution to that effect has been approved by the Board of Education.

The Superintendent shall develop regulations regarding the pre-employment drug screening of all new employees.

Education Law Sections 2510 and 3013  
8 New York Code of Rules and Regulations (NYCRR) Part 30

**Re-Adopted: October 10, 2012**