

PROFESSIONAL PERSONNEL RECRUITMENT/HIRING

An outstanding educational program in any school system is dependent upon the employment and retention of the best qualified personnel. This can be best accomplished by giving careful consideration to qualifications and by providing attractive salary schedules, good working conditions, and adequate facilities.

The Lafayette Parish School Board members subscribe to the Code of Ethics of the Louisiana School Boards Association which contains several principles on the employment of personnel.

By law, the Superintendent makes recommendations to the School Board for the appointment of all personnel and the Board acts on those recommendations. If the Board rejects a recommendation, it is the Superintendent's responsibility to present another.

The Superintendent, with Board approval, has established a Department of Human Resources. The Director of Human Resources is delegated the responsibility of recruiting, interviewing, selecting, and assigning all professional and educational support personnel for recommendation to the Superintendent.

The following policies shall apply in the recruitment, selection, employment, and assignment of teaching personnel:

- I. The Lafayette Parish School Board and its administrative staff believe that they have an obligation to provide the children attending its schools with the very best teachers available regardless of race, color, creed, sex, national origin, age or disability. All of its policies and procedures with respect to employing and assigning personnel shall be based on this principle.
- II. Recruiting, interviewing, selecting, and assigning all personnel shall be the responsibility of the Director of Human Resources. It is expected that the Director of Human Resources will consult with principals and central office supervisors whenever possible, in the process.
- III. The following factors shall be considered in the selection of professional personnel:
 - A. Certification as described in the Louisiana State Department of Education Bulletin #746 (#741 until September 1, 1975)

B. Educational background

1. Institution attended
 - a. Accredited institution
 - b. Type of educational program
 - c. Degree earned
 - d. Credits earned
 - (1) Education
 - (2) Majors
 - (3) Minors
 - (4) Electives
 - e. Transcript of grades
 - f. Grades as student teacher, if any
2. Additional education as measured by criteria in 1 above.

C. Previous experiences working with students.

D. Available evaluations and recommendations as provided by:

1. Professional associates
2. Employers
3. Supervisors of student teachers

NOTE: No evaluations or recommendations will be accepted from relatives.)

E. The person's exhibited knowledge of subject matter, ability, to communicate that subject matter to students, personality, and general appearance, educational philosophy, and ability to work cooperatively with others as found through personal interviews by the Department of Human Resources, the principal of the school involved, and/or the Superintendent.

F. Results of National Teachers Exam (PRAXIS).

IV. The process of staff selection or promotion shall be free from pressures considered detrimental to the best conduct of the public school system. This process is based on two major principles:

- A. Selection or promotion shall be based on the ability to fulfill, efficiently, the responsibilities of the position as judged by all pertinent standards.
- B. The applicant shall not resort to the use of political, social, or other pressures to gain employment or promotion.

- V. Personnel shall be assigned on the basis of their qualifications, the needs of the system and, when possible, the expressed desires of the applicant.
- VI. The procedure for selecting personnel in Federal Programs shall conform to the assurances and requirements required by the act which establishes and governs the program.
- VII. Upon recommendation of the Superintendent, the Board shall act on all appointments. The Superintendent shall have authority to make tentative appointments as necessary to fill vacancies; however, contracts shall not be signed until the appointment is formally approved by the Board.
- VIII. No member of the immediate family of an administrator or supervisor shall be employed in any position where the administrator or supervisor is involved in the supervision or evaluation of that position. Further, if such a situation occurs by promotion, the related employee must be laterally transferred within a year to another position where such condition does not exist. Immediate family is defined as children, brothers, sisters, parents, spouse and the parents of the spouse.

LEGAL REFS: LSA-R.S. 17:81
 LSA-R.S. 17:84
 LSA-R.S. 42:1102

Current practice codified 1975

Adopted:	Date of manual adoption
Revised:	4/06/77
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