

EDUCATIONAL SUPPORT 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 (Policy File: BH) which contains several principles on the employment of personnel.

The Lafayette Parish School Board and its administrative staff believe that it has an obligation to provide equal employment opportunity regardless of race, color, creed, sex, disability, age, or national origin. All of its policies and procedures with respect to employing and assigning personnel shall be based on this principle.

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 Human Resources Division. The Director of Human Resources Division has been delegated the responsibility of recruiting, interviewing, selecting, and assigning educational support personnel. The appropriate supervisors shall also interview all suitable applicants for positions under their supervision. Recommendations for appointments shall then be made to the Superintendent.

Whenever vacancies occur in new or existing positions, such vacancies will be made known to all employees. First consideration will be given to qualified applicants from among current employees. Recommendation to fill a vacancy will be made by the Superintendent, in consultation with the director of Human Resources Division and the appropriate supervisor, and submitted to the Board for approval.

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, spouses of the children, brothers, sisters, parents, spouse and the parents of the spouse.

LEGAL REFS.: LSA-R.S. 42:1102
 LSA-R.S. 17:84.1
 LSA-R.S. 17:160

Adopted: 6/10/74
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Lafayette Parish Public Schools, Louisiana