

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

CREC recognizes the heterogeneity of the people who live in its region and believes that this characteristic should have an important bearing on all aspects of its activities.

The CREC Council believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

The CREC Council shall develop and maintain a recruitment program designed to attract and retain the best possible personnel in CREC schools who are “highly qualified” as defined by federal law. All CREC teachers teaching a core academic subject area, as defined in the No Child Left Behind Act, must be determined to be “highly qualified”.

The administration shall ensure that CREC is in compliance with the provisions of Title I and the No Child Left Behind Act. Postings shall comply with federal law as to the qualifications of instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing patterns shall be reviewed, as required by law.

The CREC Council shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures produce a total staff representative of the total population of the region and that the assignment procedures of CREC bring to each school, staff members representative of the population represented by the student membership in each local school.

CREC schools shall engage in fair and sound personnel practices in the appointment of all CREC employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

Legal Reference:        Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.  
(as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.

10-220 Duties of Boards of Education. (as amended by PA 98-252)

46a-60 Discriminatory employment practices prohibited.

20 U.S.C. Section 1119 No Child Left Behind Act

Policy adopted:        September 17, 2003  
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CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

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In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in good teachers.

Each candidate will:

1. Submit evidence of meeting the certification requirements of the state.
2. Submit an official college transcript to the personnel office.
3. Submit a record of teaching and other work experience to the personnel office. Salary increments are based upon years of creditable service.
4. Appear, unless unusual hardship prevents, for a personal interview, if requested.

The Executive Director/designee will ensure that all employee manuals or handbooks are in compliance with federal law and include:

- The education and experience required of all new instructional employees;
- Any credentials that current instructional employees must acquire;
- A timetable for the satisfaction of any new requirements;
- The consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

- The Executive Director/designee will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The Executive Director/designee will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for The education and experience required of all new instructional employees;
- Any credentials that current instructional employees must acquire;
- A timetable for the satisfaction of any new requirements;
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All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The Executive Director/designee will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained.

The Executive Director/designee will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at higher rates than are other children in the district, taught by inexperienced unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

Legal Reference: Connecticut General Statutes

10-145 Certificate necessary to employment.

10-151 Employment of teachers.

10-153a to 10-153n; Rights concerning professional organization and negotiations.

P.A. 94-221 An Act Concerning School Discipline and Security.

20 USCA 6311(h)(6)(A)-No Child Left Behind Act

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