

Holbrook Public Schools

PROFESSIONAL STAFF HIRING

No Position may be created with the approval of the School Committee. Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

School Committee

The School Committee shall employ a Superintendent of Schools and Business Manager and fix their compensations. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint positions of Assistant or Associate Superintendents and fix compensation for those positions. Approval of the Superintendent's recommendation for a particular appointment in these positions shall not be unreasonably withheld, provided that in the event of a disapproval and upon request of the Superintendent the School Committee shall provide a written explanation. The School Committee shall be responsible for appointing Legal Counsel.

Superintendent

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

The Superintendent is responsible for the appointment of all positions within the district other than those set forth above, including but not limited to Principals, Director of Special Education, Business Administrator, School Physicians, Registered Nurses, Supervisors of Attendance.

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

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process on the basis of race, age, color, sex, gender, gender identity, marital status, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions, homeless status or disability.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Although hiring decisions are subject to the approval of the Superintendent, the Principal will take a primary role in selecting building based personnel. The administrator responsible for the hiring of a staff member is encouraged to establish a representative screening committee. The screening committee made up of a cross-section of stakeholders to serve in an advisory capacity only in selecting candidates.

The administration has the final say in determining who will be hired but the

screening committee's input will be a factor in the decision.

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:6; 71:37; 71:38; 71:38G; 71:39; 71:41; 71:45; 71:53; 71:55B, 71:59; 71:59B; 71B:3A; 76:19, C.151B §4, 2016 Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994 603 CMR 7:00 and 44:00

Adopted: September 19, 2007
Amended: April 12, 2018, November 29, 2018