San Mateo County Board of Education Policy

All Personnel BP 4512

Recruitment and Selection of Staff

The Office shall set an example of leadership and initiative in employing ethnic minority and disabled personnel. In recruiting and selecting staff, qualified minority group members and disabled persons shall be employed whenever possible.

In order to accomplish this purpose, employment procedures must meet these requirements:

1. Job specifications shall be drawn up in such a way as to include potential minority and disabled candidates to the greatest possible extent.

2. All vacancies shall be publicized as widely as possible to appropriate minority and disabled groups, and educational institutions and placement offices which serve minority and disabled populations, as well as through the traditional channels.

3. An effort shall be made to include members of under-represented groups on screening committees.

4. If, after the screening process, two or more highest-rated candidates have been given equal rating, and if one or more of these candidates is a member of a minority or disabled group, a minority or disabled candidate shall be given priority consideration.

5. Nothing in this policy shall mitigate against selection of the candidate who is clearly the best qualified.

6. Final selection in all cases will be made by the Superintendent or designee with the recommendations of any screening committees or others involved in the selection process.

Adopted SMCBE 06/02/71; Revised 03/06/74, 05/21/80, 04/05/06, 02/04/09
(Replaces BP 4510.2)