

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,
BELLOWS FREE ACADEMY UNION HIGH SCHOOL #48, AND
NORTHWEST TECHNICAL CENTER**

CODE: D1

Board Policy for Hiring

It is the policy of Franklin Central Supervisory Union not to discriminate in employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation, or handicap under the provisions of state and federal entitlements, protections, and guidelines.

The Superintendent or designee will be charged with developing and maintaining uniform processes that will ensure appropriate recruitment, selection, and hiring of qualified persons to positions within the district.

A Hiring Responsibilities Chart for BFA/NWTC is attached to this policy.

	FF	TW	CY	BFA	FCSU
First Reading:	11/13/06	11/08/06	11/09/06	11/06/06	10/19/06
Second Reading:				12/05/06	
Third Reading				01/09/07	
Fourth Reading				03/13/07	
Warned Date:	11/17/06	11/27/06	11/27/06	03/23/07	11/20/06
Adopted Date:	11/27/06	12/13/06	12/14/06	04/03/07	12/07/06

BFA/NWTC HIRING RESPONSIBILITY CHART—3.21.07

Staffing Level	Position	Search Team Development Responsibility	Recommended Advisory Committee Composition Guidelines	Recommendations Provided to:	Recommendation to and Final Decision Made By:
1	Principal Technical Center Director	Personnel Committee/ Superintendent	Board Members Superintendent Parents and Community Members Administrators Teachers Students	Superintendent	Board of Directors
2	Assistant Principal Director of Support Services	Personnel Committee/ Principal	Board Members Superintendent or Designee Principal Technical Center Director Teachers Support Staff Personnel Appropriate Local Agencies Parents and Community Members Students Guidance Staff	Superintendent	Board of Directors
3	Department Head Athletic Director	Personnel Committee/ Principal	Principal Designated Administrators Department Teachers	Superintendent	Board of Directors
4	Teaching Staff Athletic Coach Social Worker Guidance Counselor NWTC Guidance Coordinator Case Manager Adult Education Coordinator Technology Staff Co-op/Youth Apprenticeship Supervisor, Plant Operations Student Attendance Monitor Student Attendance/Behavior Monitor	Principal/ Technical Center Director/ Designated Administrator	Principal Technical Center Director Curriculum Committee Personnel Committee Designated Administrator Department Chairperson Athletic Director Department Teachers Other Department Teachers Guidance Staff Support/Technology Staff	Superintendent/Designee Personnel Committee	Board of Directors
5	Custodian Career Coach Para-Educator (NWTC & BFA) Secretary Bus Driver Maintenance Grant Writer Student Activity Advisor In-house Suspension Monitor	Designated Administrator	Principal/Technical Center Director Designated Administrator (as appropriate) Personnel Committee Department Teachers Supervisor, Plant Operations (as needed) Support/Technology Staff	Personnel Committee	Board of Directors

(a) A vital information summary for every new-hire will be presented to the Board of Directors.

(b) If a time constraint occurs and impedes the school's ability to hire a qualified candidate listed in category 4 & 5, the committee administrator will notify the Principal/Tech Center Director who will, in turn, contact the Superintendent and Board chair for a decision.

(c) Notification of interviews will be sent to Personnel Committee Members for their optional participation on positions in categories 1-4.

(d) The Search team leader may select members of the advisory committee from the recommended listing.

(e) New tutor hires may be approved by the Principal and do not have to be approved by the Board.