

## RECRUITING AND HIRING

The Board of Education believes that the quality of the District's employees in large part determines the quality of the education offered to the District's students. As the employer for the District, the Board will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the District.

The District is committed to allocating time, energy, and resources to developing a more equitable, inclusive, diverse, and welcoming environment for all students, parents, and staff. As such, the District shall strive to make staffing decisions that will support these efforts.

The Human Resources department shall oversee the recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of students and the District.

### New or Revised Positions

The Superintendent will review and approve qualifications for all Central Office administrators. Yonkers Public Schools teachers, guidance counselors, psychologists, and social workers, all work under the certification or license they possess and for which they were hired. In addition to the qualifications that are part of their certification or license, these staff members will follow the guidelines of the Yonkers Federation of Teachers contract. All of the information, pertaining to the job role and job description of members represented by the Yonkers Federation of Teachers, is outlined in their contract.

The Human Resources department shall refer all proposals for the creation or reclassification of all unclassified (non-instructional) positions and a statement of the duties for these positions to the Municipal Civil Service Commission for classification.

The Board directs the Superintendent to maintain a comprehensive, coordinated set of job descriptions, which set forth clear-cut responsibilities for all positions so as to promote harmony, diversity, and efficiency in school operations.

### Recruiting

The District will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law.

### Hiring

Through standard recruiting and hiring procedures for certified and non-certified staff, the Human Resources Department will ensure that candidates for District employment meet all the qualifications set for the positions sought. The District will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements.

The Superintendent must recommend all individuals for employment to the Board. The Board must approve of all individuals who are employed by the District.

Cross-ref: 0105, Equity, Inclusivity, and Diversity in Education

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§621 *et seq.*  
Americans with Disabilities Act (ADA), 42 USC §§12101 *et seq.*  
Civil Rights Act of 1964 (Title VII), 42 USC §§2000e *et seq.*  
Rehabilitation Act of 1973 (Section 504), 29 USC §794  
Title IX, 20 USC §§1681 *et seq.*  
New York State Constitution, article V, §6  
Civil Service Law §§22, 40-44, 61(1)  
Education Law §§1604(8), 1709(16), 2503(3), 2554(2), 3012(l)(a)  
Education Law §§1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25)  
Executive Law §§290 *et seq.*

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