



Policy 7150

RECRUITMENT AND SELECTION OF PERSONNEL

THROUGH ITS HUMAN RESOURCES POLICIES, THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, (HEREINAFTER REFERRED TO AS THE BOARD) WISHES TO ESTABLISH CONDITIONS THAT WILL RECRUIT AND SELECT THE BEST QUALIFIED PERSONNEL FOR ALL POSITIONS.

TO KEEP ITS PERSONNEL POLICIES AND THE CORRESPONDING ADMINISTRATIVE REGULATIONS IN THE HIGHEST STATE OF EFFECTIVENESS TO ACHIEVE THE BOARD'S MISSION, THE SUPERINTENDENT IS DIRECTED TO ESTABLISH THE PROCEDURES NEEDED.

IT SHALL BE THE RESPONSIBILITY OF THE SUPERINTENDENT, AND/OR INDIVIDUALS DELEGATED BY HIM/HER, TO DETERMINE THE ADMINISTRATIVE AND PERSONNEL NEEDS OF THE BROWARD COUNTY PUBLIC SCHOOL DISTRICT. IT ALSO SHALL BE THEIR RESPONSIBILITY TO RECRUIT QUALIFIED CANDIDATES, TO SELECT AND CHOOSE THOSE MOST SUITABLE AND TO RECOMMEND THEIR EMPLOYMENT BY THE BOARD.

IT SHALL BE THE DUTY OF THE SUPERINTENDENT TO SEE THAT INDIVIDUALS NOMINATED FOR EMPLOYMENT MEET ALL QUALIFICATIONS ESTABLISHED BY LAW AND BY THE BOARD FOR THE TYPE OF POSITION FOR THE NOMINATION MADE.

DIRECTOR, EQUAL EDUCATIONAL OPPORTUNITIES, OR HIS/HER DESIGNEE MAY THE MONITOR THE SCREENING AND INTERVIEW PROCESSES AND ATTEND SCREENING/INTERVIEW MEETINGS TO ENSURE EQUAL OPPORTUNITY AND/OR ACCESS.

Article I: INSTRUCTIONAL

A person shall be appointed to an instructional position only if he/she holds or is eligible for a valid Florida full-time state educator's certificate or a school board of Broward County instructional certificate. Other considerations being equal, preference shall be given to teachers having advanced training and degrees in their fields of subject matter, as well as successful classroom teacher experience.

Article II: NON-INSTRUCTIONAL

A noninstructional applicant shall not be appointed unless he/she meets the qualifications of the position for which he/she is applying and is recommended for employment by the principal or county level unit administrator.

Article III: OTHER BOARD APPOINTMENTS OR VOLUNTEERS

All other adults, salaried or volunteer, associated with the board in any official capacity and having access to the facilities of the board (this shall include intern teachers, exchange teachers, and all special project personnel including administrators), shall submit information as may be required.

Article IV: CONTRACT AWARDS, PROFESSIONAL CONSULTANTS AND OUTSIDE VENDORS

Personnel not previously mentioned but who perform contracted services, including but not limited to custodial work, lawn maintenance, commercial bus drivers, in-house field trip providers, professional consultants, and outside vendors, salaried or volunteer, shall be subject to the requirements of this policy.

The Board authorizes the superintendent to create and carry out all procedures necessary to implement this policy.

Article V: DEFINITIONS

For purposes of this policy, the following definitions shall apply:

1. Family Member- Spouse, father, mother, son, daughter, brother, sister, stepchildren, uncle, aunt, niece, nephew, cousin, and in-laws in the same degree.
2. Work Location- Any work organization under the direct supervision of a permanent employee of the School Board.

3. Direct Supervision- Recommending employment, authorizing or the ability to authorize payroll and/or participating in performance evaluation.
4. Vendor- Individual or Business entity that offers goods or services for sale to the district.
5. Professional Consultant- Individual or Business entity that gives professional advice or services regarding matters in their field, or the Business entity's special knowledge or training area for a negotiated fee.

Article VI: Before the appointment of an employee to any position may become final, the pertinent items of information from the following list shall be on file with Human Resources.

1. The appropriate Personnel Application shall be filled out completely and accurately. A false statement knowingly made may be grounds for dismissal.
2. Each employee of the Broward County Public School System shall be required to sign a loyalty oath (per State Statute); refusal to do so may constitute grounds for dismissal.
3. Appropriate Retirement Forms must be filled out completely.
4. Each employee must file his/her official copy of Social Security card with Human Resources in order for Employer's Withholding Act Exemption W4 Form to be prepared.
5. Forms covering Life and Health Insurance, to be paid by the Board, must be completed immediately. An employee desiring any of the additional insurances offered by the Board, but to be paid for by the individual involved, shall fill out optional forms and submit immediately.
6. Each employee of the Board shall permit the completion of an I-9 form and submission of same to the Florida Department of Education (as required).
7. Each employee must meet the qualifications for the position for which he/she is applying.

8. Instructional Certificated Personnel

- a. A person who holds a full-time Florida Educator's Certificate or a School Board of Broward County Instructional certificate appropriate for the position is eligible for employment in the school system of Broward County.
- b. A person who holds an initial full-time state temporary certificate is eligible for employment in the school system of Broward County. A person must comply with State required examinations.
- c. The required evidence of eligibility for a State or School Board of Broward County certification or other licensure or expertise must be on file in the designated Office at the time of hire. The cost of obtaining a School Board of Broward County Instructional Certificate shall be the responsibility of the employee at the rate to be determined by the Superintendent.

9. Vocational Technical and Adult Instructional Personnel, School Board of Broward County Certificated

Vocational, Technical and Adult instructional personnel certificated by the School Board of Broward County may be utilized by the schools when special services are needed to deliver appropriate instruction. All Vocational, Technical and Adult instructional personnel shall have on file in the designated office such information considered necessary by the Board to establish the credentials of the specialty of the individual, including but not limited to, School Board of Broward County Instructional Certificate, work experience verification records and additional records which establish specialty credentials of individuals (i.e., other licensure, certificate of completion, etc.).

10. Teachers With Special Expertise, School Board of Broward County Certificated

- a. For the greater benefit of the school system of Broward County, the Superintendent may recommend for employment persons in highly specialized or technical fields such as the arts, engineering, medicine, etc., or in areas of critical shortage as identified by the Superintendent or-his/her designee. Individuals hired under this rule must hold at least a four-year degree and provide documentation that establishes their expertise. No individual may be employed under this provision without specific authorization of the Superintendent or his/her designee.

- b. Employment procedures for The School Board of Broward County certificated teachers with special expertise shall be the same as those followed by state certified instructional personnel except that they shall not be entitled to an instructional contract as prescribed as Florida State Board of Education Administrative Rule 6A-I.064 (1).
 - c. Departments or principals in schools to which School Board of Broward County certificated teachers with special expertise are assigned, shall ensure that each employee understands all state and district rules, regulations, and policies pertinent to working with students.
11. School Board of Broward County certificated school social workers must hold a Master of Social Work **(M.S.W.)** degree from an accredited institution. School Board of Broward County certificated school psychologists must hold a current license as a School Psychologist or Psychologist issued by the Florida Department of Professional Regulation. School Board of Broward County certificated Audiologists shall hold a certificate of registration in Audiology. Family counselors must have a master's degree in counseling and guidance, social work, psychology, or any other related field from an accredited institution. All School Board of Broward County certificated occupational and physical therapists and occupational and physical therapy assistants shall hold a license to practice in the State of Florida. Copies of appropriate credentials must be on file in Personnel Records.
12. Where certain types of special services are necessary, the services of professionally qualified personnel, including but not limited to, non-certificated instructional occupational, physical therapists, occupational, and physical therapy assistants and speech language pathologists may be contracted with outside agencies. The contract shall specify the relationship between the contracting agency and the Board according to Board approved requirements. All such contracts shall be approved by the Board. Individuals hired under this provision must complete the appropriate Board forms and shall permit recording of fingerprints, as prescribed by F.S. 1012.32 (2)(a).
13. Applicants shall be subject to a criminal background screening in accordance with School Board of Broward County Policy 2407. In addition, successful applicants shall be subject to the self-reporting of

arrests and criminal dispositions under School Board of Broward County Policy 2405, as well as a criminal background re-screening every five (5) years under School Board of Broward County Policy 2404.

Policy Custodian: Human Resources and Equity

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