

LODI UNIFIED SCHOOL DISTRICT

Policy 4031

Personnel

Employment Procedures

The Board of Education desires to employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessment of the district's needs for specific skills, knowledge and abilities
2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position
3. Dissemination of vacancy announcements to ensure a wide range of candidates
4. Screening procedures which will identify the best possible candidates for interviews
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board

The Superintendent or designee shall recommend only those candidates who meet qualifications established by law and the Board for the particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

District employment practices shall not discriminate against legal noncitizen residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Legal References: Education Code
200-261 Prohibition of discrimination on the basis of sex
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects;
minimum requirements
44830 Employment of certificated persons
44830.5 Assignment of certificated employees to district; ethnic
ratio
44858 Age or marital status in employment positions requiring
certification qualifications
44859 Prohibition against certain rules and regulations re
residency
Code of Regulations, Title 5
30-31 Affirmative action employment programs
Government Code
12900 Unlawful employment practices
12940 et seq. Discrimination prohibited; Unlawful practices,
generally
Labor Code:
Title VII. Civil Rights Act as amended by Title IX, Equal
Employment Opportunity Act
Immigration Reform and Control Act of 1986