

MINNETONKA PUBLIC SCHOOLS

POLICY #464: FACULTY SELECTION

1.0 PURPOSE

In accordance with the District's vision, "Teaching and the interaction between teachers and their students are central to the educational endeavor. In addition to the mastery of subject area, Minnetonka teachers will know that simply covering curriculum does not equal excellence in teaching. Minnetonka teachers will recognize that they must address emotional and developmental issues during the learning experience in order for effective learning to take place. Because the learning environment is so critical to student success, our teachers will use their empathy, enthusiasm, patience, communication skills, and effective classroom management to create a positive, supportive, respectful, and disciplined atmosphere in which academic and personal achievement can flourish."

Selection of teachers and other licensed staff members is one of the most important factors in determining the quality of education in the Minnetonka Schools. Every effort shall be made to procure the best faculty members possible, within the limits of available resources, needs of the position, overall program requirements, and the guidelines below.

2.0 RECRUITMENT AND SELECTION PROTOCOLS

- 2.1 The Assistant Superintendent for Human Resources is responsible for developing and supervising the program of recruitment and selection of licensed personnel to assure the qualities described in the District's vision.
- 2.2 Identification of needs shall be the responsibility of the Assistant Superintendent in consultation with principals and the Executive Directors of Teaching and Learning and Student Support Services, based upon enrollment, change in programs, and/or replacement requirements.
- 2.3 Position descriptions as developed by the Assistant Superintendent in consultation with the appropriate Directors and principals shall be advertised using media and electronic means as deemed effective and appropriate.
- 2.4 The Assistant Superintendent will be responsible for obtaining a completed application from candidates, including placement papers, transcripts, personal and professional recommendations, and any other supporting data necessary for the evaluation of a candidate. These materials will be shared with each person appraising the candidate.

- 2.5 As part of the decision-making process, the candidate shall normally be interviewed by teachers as appropriate, building principals or other supervising administrator, and finally by the Assistant Superintendent. The best available interview techniques should be used in conducting the interview process.
- 2.6 The final selection shall be made by the principal, or supervising administrator, with approval of the Assistant Superintendent after consultation with the principal or appropriate Executive Director.
 - 2.6.1 The Superintendent shall make all recommendations for appointment to the School Board.
 - 2.6.2 Applicants who have been interviewed shall be notified of the selection decision as soon as possible.
- 2.7 The Assistant Superintendent shall be responsible for establishing initial salary step and lane.
- 2.8 The Assistant Superintendent and the Human Resources staff shall meet with the successful candidate in order to provide an orientation, including information on District policies, fringe benefits, professional growth opportunities, and other as-orientation as is required by state and federal law and District policy. Following Board approval, the individual contract will be forwarded to the new appointee and his or her personnel file will be established.

3.0 COMPLIANCE WITH DISTRICT POLICIES

- 3.1 Candidates will be considered only if they meet State license requirements as provided by District Policy #424.
- 3.2 Efforts shall be made to obtain faculty members who, in addition to being highly qualified for the position, demonstrate a diverse range of interests and abilities and a willingness to make contributions above and beyond the regular assignment.
- 3.3 In order to provide students and faculty with a variety of backgrounds and experiences, the school staff should represent a wide range of the ethnic and social segments of society. Efforts shall be made to have the faculty of each school include a balance of the sexes and representation of a range of collegiate, age, experience, and geographic backgrounds.
- 3.4 Recommendations for appointment shall be on the basis of merit in accordance with Federal law and District policies, including the following:
 - #401 Equal Employment Opportunities
 - #404 Employment Background Checks
 - #406 Record of Employees/Policies Regarding Collection, Maintenance & Release Thereof

- #424 License Status
- #428 Respectful Workplace
- #430 Reserve Teachers
- #433 Nepotism
- #450 Teaching Excellence
- #451 Teaching Improvement Program
- #452 Administrative Supervision of Teachers

Approved: April 10, 2007