

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>		<b>Reg. No. 300-1</b>
<b>Subject:</b>	<b>Recruitment, Selection, and Employment of Teacher Personnel</b>	<b>Date of Issue: 4/7/78</b>
<b>Preparing Office:</b>	<b>Office of the Superintendent</b>	<b>Amended: 2/9/05</b>

I. Policy

II. Procedures

- A. It is the goal of the Frederick County Public Schools to hire the best-qualified candidate for each position. To support this philosophy, the Human Resources Division supports a hiring process that is focused on assessing each candidate's skills, abilities, and relevant background experience.
- B. The Human Resources Division will recruit applicants by using a variety of methods, including, but not limited to, college job fairs, the FCPS website, on-line recruitment services, college visits, cable, and/or newspaper advertisements.
- C. A record of applications shall be maintained in the Human Resources information system.
- D. Each fall, applications are reviewed to determine those that will remain active. Applications no longer ACTIVE are placed in an inactive file for two years, after which they are discarded.
- E. Personnel officers review incoming applications to determine whether or not candidates meet minimal qualifications:
  - 1. Eligibility or possession of a Maryland teaching certificate
  - 2. Passing scores on required Teachers' Exams
  - 3. Satisfactory or better references
  - 4. A 2.5 grade point average or better shown on official transcripts
  - 5. Compatibility of applicant's philosophy with the system's philosophy

Only applicants who have met these qualifications are considered for vacancies.

*Note: Applicants could be considered for positions without eligibility or possession of a MD teaching certificate if the candidate's teaching preference satisfies a critical shortage area specific to Frederick County Public Schools' needs. These candidates may be hired conditionally on a year-to-year basis if state requirements are fulfilled and qualified certificated individuals are not available.*

- F. As a position becomes available, A minimum of three candidates where available will be selected from the active files for consideration. The Human Resources Division prepares interview packets and an interview schedule for interview committees. Curriculum specialists may be involved in the selection and interview process as deemed appropriate.

- G. During the interview process, factors considered in selecting new employees shall include certification status; academic achievement; quality of references; communication skills; performance on the personal interview; and congruity between the candidate's attributes and the position's requirements.
- H. Before final selection and issuance of a contract, two professional references shall be obtained. If possible, one should be the supervising teacher of the practice teaching experience or the last immediate supervisor if the applicant is an experienced teacher. Exceptions may be made by the executive director of human resources.
- I. A finalist candidate will be recommended by the interview committee to fill the position. The offer of employment shall be given by Human Resources Division.
- J. Candidates not selected shall be informed by the Human Resources Division in a timely manner and may be reconsidered for future positions.
- K. A contract and appropriate paperwork to place the new employee on the payroll will be given to the successful applicant with notice that the offer is contingent upon written verification of degree(s) conferred, certification status, and contractual teaching experience.
- L. Staff from the Human Resources Division will conduct an employment orientation session with new hires to review forms, certification requirements, benefits, and the substitute calling system. In addition, new teachers are invited to attend a multi-day curricular workshop addressing issues such as FCPS curriculum, planning, proven instructional strategies, classroom management and organization, and professional responsibilities.
- M. A criminal background check shall be completed for all employees.

Approved:

Original signed by

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Linda D. Burgee  
Superintendent