

## **Coeur d'Alene School District No. 271**

### **PERSONNEL**

**5120P2**

#### Non-Discrimination in Employment – Recruitment of Certificated Employees

Recruitment of certificated employees is the responsibility of the superintendent or designee. In the discharge of this responsibility, the superintendent will make such use of other administrative and supervisory staff members as may be both practical and effective. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the school district. Notification of position vacancies will be announced within the school district as well as with teacher education agencies.

It shall be the policy of School District 271 to recruit and select for employment the best qualified applicant for each position without regard to race, color, religion, sex, national origin, age, genetic information, veteran status or disability. Recruitment areas shall be determined by the availability of applicants, the specificity of the job description, and Superintendent's recommendations. The District Human Resource Director shall monitor such procedures to ensure compliance with this policy.

#### Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.
2. U.S. Department of Justice, Washington, D.C. 20530.
3. Office for Civil Rights, U.S. Department of Education, 330 C Street Southwest, Suite 5000, Washington, D.C. 20202.
4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

#### No Retaliatory Action

No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered.

#### In-District Applicants

In filling vacancies, equal consideration shall be given to qualified employees already employed by the district. When all other factors are substantially equal, length of time in this School District shall be the deciding factor. In-district applicants not selected shall receive a personal response from the administration.

### Professional Personnel Assignment

The Board of Trustees shall appoint and assign each certificated employee to a position in the School District. Generally, the Board will act on the recommendation of the Superintendent which, shall be based on recommendations of the supervisor, and potential for growth.

Reassignment may be made at any time during the year via Superintendent's action. Except in the case of extenuating circumstances, a probationary employee shall not be transferred during the probationary period unless it is mutually agreed that a transfer shall be in the probationary employee's best interest. The Superintendent will notify the Board of all such decisions for Board approval.

### Regular Assignments

All employees shall be employed and assigned on the basis of their professional qualifications. Certificated employees shall be assigned in accordance with certification standards as prescribed by the laws of the state of Idaho and the regulations of the State Department of Education for the assignment involved.

### New Programs

Any certified employee who is reassigned to teach in a temporarily funded program shall be reassigned to the former position or an equal position for which the teacher is qualified if the temporary program is discontinued. A temporarily funded program shall be any program for which funding is dedicated for less than two school years.

Legal Reference: Idaho Code Section 33506, 331201; 33513; Title VII of Civil Rights Act of 1964 42 USC; Title IX of the Civil Rights Act of 1964 20 USC S 1681.

### Policy History:

Adopted on: 7/7/14

Revised on: 11/2/15