

## Recruitment and Selection

The Belmont Public Schools meets its employment needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for school employment, and encourage diverse representation at all occupational levels. The Belmont Public Schools is an equal opportunity employer.

The Superintendent will insure that a broad range of recruitment sources and professional networks will be utilized to provide the most qualified and diverse pool of candidates possible. Current employees may apply for any position for which they are qualified.

The Superintendent, with the assistance of the administrative staff, shall determine the personnel needs of the Belmont Public Schools. The School Committee must approve the creation or elimination of a position.

There shall be a job description for each position within the Belmont Public Schools which shall include the qualifications, duties, essential functions, licensure requirements and expectations for the position.

A personal interview will be required for all candidates for employment by the Belmont Public Schools.

The Belmont Public Schools shall conduct a thorough background check including a Criminal Offender Record Information (CORI) investigation, and will review the employment history for all final candidates for positions.

Final appointment to any position is contingent upon a recent physician's certificate of ability to perform the essential functions of the position.

The Superintendent must approve all appointments.

### Legal Reference:

MGL C 71 sec. 38G

38R

603 CMR 35.00 et seq

Process for Recruitment and Selection, available at the Human Resources section of the Belmont Public Schools Website.