

SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT OF PERSONNEL

The St. Lawrence-Lewis Board of Cooperative Educational Services encourages employment of the individual best qualified to fill a given position. The Board of Cooperative Educational Services encourages recruitment of employees with a wide variety of training and education. It shall be our policy to actively seek outstanding personnel.

It shall be the duty of the District Superintendent to see that persons recommended for employment meet all qualifications established by law, or by the Board, for the position for which recommendation is made.

Assignments of personnel shall be at the direction of the District Superintendent or his/her designee. The employees shall be responsible for familiarizing themselves with the policies and administrative plans of the St. Lawrence-Lewis BOCES in order to promote better understanding. Suggestions for improvement of policies and procedures shall be considered part of the responsibility of each employee within the scope of the employee's employment. Instructional and non-instructional personnel shall be appointed by the St. Lawrence-Lewis Board of Cooperative Educational Services upon the recommendation of the District Superintendent.

All assignments and transfers shall be made in accordance with the provisions of law, Board policies, and the employee's negotiated agreement.

Certified Personnel

All professional employees shall be appointed in accordance with Section 3014 of the Education Law. Probationary appointments shall be for a period of three years. Teaching personnel who have achieved tenure in a school district in New York State shall be required to serve only a two-year probationary period in accordance with established law.

Certified personnel shall possess the required certification prior to the assumption of duties. It is the responsibility of the individual to provide proof of certification and to keep all certification information updated in conformance with all rules and regulations.

Education Law Sections 3001, 3001-a, 3004,
3006, 3008, 3013, and 3014
8 New York Code of Rules and Regulations
(NYCRR) Parts 30 and 80

(Continued)

**SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT OF PERSONNEL
(Cont'd.)**

Civil Service Employees

All non-instructional employees are subject to the regulations of the New York State Civil Service Commission. A passing grade on the appropriate examination must be obtained in order to qualify for permanent appointment to a competitive position. All non-instructional appointments are probationary for the maximum period established by the local Civil Service Commission from date of appointment from an open competitive list.

Civil Service Law Section 63

Adopted: 7/10/02