

<b>Year: 2017</b>	
<b>Policy Number: 5210</b>	
<b>Section:</b>	
<input type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input checked="" type="checkbox"/> <b>Personnel</b> <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

**SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT OF PERSONNEL**

The Health Sciences Charter School (“HSCS”) Board encourages employment of the individual best qualified to fill a given position. The Board of HSCS encourages recruitment of a diverse pool of qualified candidates with a wide variety of training and education who meet and exceed the qualifications of the position. It shall be our policy to attract, select, and retain staff who will successfully and positively contribute to the future development of the school.

Wherever possible, the interview and selection process will involve a panel to include the Head of School and at least two members of the staff. It shall be the duty of the Head of School to see that persons hired meet all qualifications of the position. Assignments of personnel shall be at the direction of the Head of School or his/her designee.

No employee of HSCS may be involved in an employment action or key decisions of another HSCS employee who is related by blood or marriage such as: the hiring, retention, promotion, compensation, direct supervision, evaluation or discipline. All assignments and transfers shall be made in accordance with the provisions of law, Board policies, and the employee handbook.

**Certified Personnel**

In the event that a position requires a license or specific certification, the employee must possess the required license or certification prior to the assumption of duties. It is the responsibility of the individual to be actively progressing toward certification and provide proof of all certification along with pathways to certification. All information must be updated in conformance with all rules and regulations.

All employment offers are issued in a letter outlining the terms for the stated position. Offers are contingent upon Board of Trustees approval and the satisfactory completion of a pre-employment drug test, background check, license and certification verification, fingerprinting and State Education Department check and final reference checking.

**Supporting Procedures:**

**Staff Handbook**

Related Laws, Regulations & Acts:

Education Law Sections 3001, 3001-a, 3004,  
3006, 3008, 3013

8 New York Code of Rules and Regulations (NYCRR) Parts 30 and 80  
Title IX

**Adopted: 8/15/13**

**Revised: 3/23/21**