

# Personnel

## Non-Certified Personnel

### Staff Planning - Creation of Positions/Recruitment, Screening, and Selection

4211

**Staff Planning and Creation of Positions:** It is the responsibility of the superintendent of schools to identify, plan for, and recommend to the board a personnel plan for the school system. Non-certified support staff who serve as secretaries, clerks, custodians, maintenance employees, cafeterias workers, and other support staff personnel are vital to the school system.

Support staff positions shall be established by the Board of Education after reviewing the Superintendent's proposed job descriptions which delineate duties and responsibilities of the position and the qualifications necessary.

**Recruitment, Screening, and Selection:** The superintendent of schools shall maintain an effective recruitment program to attract, secure, and retain high quality personnel for all certified and non-certified support staff positions. The recruitment program shall seek candidates who will devote themselves to the education and welfare of children in the public schools.