

General Personnel

Administrative Procedure – Recruitment and Hiring of Minority Employees

The Superintendent shall assign a district official to the following duties:

1. Identify colleges and universities in Illinois which train sizable numbers of minority students in approved teacher education programs, and notify their placement offices of current openings in our District.
2. Send a District representative to Career Day activities sponsored by various colleges and universities.
3. Utilize the Directory of Women and Minority Educators for Illinois Schools published by Illinois State Board of Education which lists minority educators seeking employment.
4. If the cost is reasonable, place advertisements in publications which have wide circulation among minority groups.
5. Send vacancies to Chapter organizations which serve minority groups.
6. Periodically advertise in newspapers that serve minority groups of Community Unit School District #9's openings in the ranks of cafeteria workers, custodians, teacher aides, and other non-certified staff openings.
7. The Superintendent will appoint the appropriate personnel to establish a minority advisory committee to assist the District to reach its goal of minority hiring in all areas.

Adopted: 11/27/90

Reviewed: 9/14/93, 2/27/96, 2/10/98, 7/27/99, 9/11/07