

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** GEA-RB, GFB-RB, IJA, IJA-RA, Negotiated Agreements  
**Responsible Office:** Human Resources

## Recruitment, Employment, and Assignment of Certificated Teachers and Other Professional Personnel (Salary Schedule A Through D)

### I. PURPOSE

To designate the responsibility and establish the procedures for the recruitment, employment, and assignment of certificated teachers and other professional personnel (salary schedule A through D)

### II. DEFINITION

- A. *Certificated Personnel* are those personnel who hold a Maryland State Department of Education (MSDE) certificate and include, but are not limited to, teachers, counselors, pupil personnel workers, and psychologists.
- B. The *principal/director* refers to the administrator responsible for a school or office, as appropriate.

### III. PROCEDURES

#### A. General

Principals/directors are responsible for posting vacancies electronically.

#### B. Advertising and Recruiting for Available Positions

##### 1. Advertising

See the Current Agreement between the Montgomery County Education Association and the Board of Education of Montgomery County

2. Recruiting

The Office of Human Resources (OHR) maintains a year-round recruitment program to provide a sufficient number of qualified candidates for available positions.

3. Transfers

Procedures relating to the transfer of employees are detailed in Regulation GFB-RB: *Transfer or Reassignment of MCPS Employees* and in the current Agreement between the Montgomery County Education Association and the Board of Education of Montgomery County.

C. Hiring Process

1. Applicant

- a) Interested applicants submit a resume for certificated positions to OHR.
- b) The resume and all supporting documents become the property of the Montgomery County Public Schools (MCPS).
- c) An applicant is responsible for keeping his/her resume up to date. All resumes will be kept active for one year. Updated resumes can be submitted at any time.

2. Department of Recruitment and Staffing

- a) The Department of Recruitment and Staffing is responsible for screening the resumes and reviewing transcripts and references.

Persons listed as references may be contacted. (Information received from references is strictly confidential and made available only to those persons directly involved in the employment and placement of employees in MCPS.)

- b) Interviews

- (1) Interviews are scheduled in accordance with the needs of MCPS.

- (2) Staffers in OHR review the following:
  - (a) Resume
  - (b) Copy of transcripts
  - (c) References that verify previous employment
    - (i) Persons listed as references may be contacted. (Information received from references is strictly confidential and made available only to those persons directly involved in the employment and placement of employees in MCPS.)
    - (ii) References must include the applicant's current supervisor.
    - (iii) Student teachers and counselor candidates must submit references from supervising teachers/counselors and university supervisors.
- (3) In addition to interviews in the Department of Recruitment and Staffing, candidates for selected positions, including speech pathologists, occupational therapists, physical therapists, counselors, psychologists, and pupil personnel workers may be required to have additional interview(s) conducted by appropriate content supervisors.
- (4) OHR refers candidates upon request or when vacancies are posted in the vacancy database. Whenever possible, principals review credentials and interview those candidates suitable for their vacancies. Principals may include other individuals in local interviews of candidates (e.g., other teachers, staff development teachers, team leaders, reading specialists, resource teachers, counselors, paraeducators, parents, and/or students, when appropriate). Selection may be limited to involuntarily transferred personnel or personnel returning from leave.

D. Employment and Assignment

1. OHR determines whether an applicant is eligible for employment. No single factor is considered to be of primary importance for selection. The overall skills, experiences, and qualities of the individual as determined by a review of the resumes, transcripts, references, and other information obtained during the interview(s) are considered as they relate to the position for which the applicant is applying.
2. All offers of employment and salary commitments are made only by OHR.
3. Principals/directors or designees electronically notify OHR regarding their recommended selection to fill their vacancy.

**Regulation History:** Formerly Regulation No. 460-1, September 23, 1981, revised February 1986, amended by the Agreement Between the Board of Education and Montgomery County Education Association (1984-1987); revised April 11, 2000; updated office titles June 1, 2000; revised May 24, 2006.