

**PROFESSIONAL STAFF RECRUITMENT, SELECTION
AND APPOINTMENT**

1. All positions shall be posted in each school and the central office. The extent of external advertising will be determined by the Superintendent or designee according to the level of position and knowledge of the pool of applicants
2. The applicant review process shall be decentralized to the extent possible and initial screening shall be conducted by the immediate supervisor. All finalist candidates shall be interviewed by the principal and/or responsible administrator. When possible, finalists shall be observed while teaching.
3. Professional staff who have been laid off because of a reduction in force shall be notified of all vacancies for two years for which they are qualified in accordance with the current agreement between the School Committees and the Acton Education Association.

Upon written request to the administration, non-professional staff who have been terminated because of a reduction shall be notified for six months of all vacancies for which they are qualified.