

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** June 23, 2026

**NUMBER:** 26-161

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP  
4111/4211/4311 All  
Personnel - Recruitment  
and Selection; Second  
Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection within the Personnel series.

This update merges BP 4111 and BP 4211. This update clarifies language regarding inquiries into protected information when hiring. It also authorizes the board to delegate the authority to make classified hires to the superintendent.

The Board Policy Committee reviewed the proposed changes and recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection as presented;
2. Do not approve the second reading of the proposed revisions to BP 4111/4211/4311 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection as presented.

## **BP 4111/4211/4311 ~~CERTIFICATED~~ ALL PERSONNEL - RECRUITMENT AND SELECTION**

**Note:** Effective for the 2016-2017 school year, the federal Every Student Succeeds Act has eliminated the requirement that teachers be "high qualified." Rather, teachers should be fully licensed and endorsed in each subject they are teaching.

The ~~e~~District shall employ the most ~~highly~~ qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified ~~teachers for all classrooms, staff~~ which include:

1. Assessment of the ~~e~~District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position, including requirements that an ~~n teacher-employee~~ be qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

No inquiry shall be made with regard to age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding disability shall be asked only when directly related to the job and as permitted by law.

**Note:** The Alaska Professional Teaching Practices Commission recommends that districts develop a policy regarding the procedures to be followed when desiring to hire an educator currently under contract with another school district. The following policy language is based on procedures developed by the Fairbanks North Star Borough School District.

Before considering the hire of an ~~n certificated staff member~~ applicant who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she: (1) has made an effort to secure a release from the employing district thirty calendar days prior to the employing

district's first contract day; or, (2) has secured a written release from the employing district.

**Note:** A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute [AS 14.20.022](#). Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under [AS 14.20.022](#).

(cf. 4112.8/~~4212.8/4312.8~~ - Employment of Relatives)

**Note:** [AS 14.20.020](#) requires coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. Effective June 30, 2017, [AS 14.20.020](#) also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification. [AS 14.20.035](#) requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population.

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

(cf. 4030 - Nondiscrimination in Employment)

~~(cf. 4111.1/4211.1/4311.1 - Affirmative Action)~~

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be ~~selected~~ approved or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board ~~selects~~ approves someone to fill the position. The Board has authority over the employment of ~~shall make the final~~

~~decision on the selection of~~ all employees, however, the Board may delegate the Superintendent or designee the authority to make staff hires without prior Board approval. If such authority is delegated, the Superintendent or designee shall notify the Board of all hires at a regularly scheduled Board meeting.

(cf. ~~6181—Charter School~~10000 – Concept and Roles)

**Note:** AS 14.08.111 and AS 14.14.090 require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing. The following may be revised or deleted as appropriate.

The Board recognizes that the edDistrict encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

*Legal Reference:*

#### ALASKA STATUTES

14.08.111 Duties (regional school boards)

14.14.090 Additional duties

14.20.010 Teacher Certificate Required

14.20.022 Subject-matter expert limited teacher certificate

14.20.035 Evaluation of training and experience

14.20.100 Unlawful to require statement of religious or political affiliation

14.20.110 Penalty for violation of AS 14.20.100

#### ALASKA ADMINISTRATIVE CODE

4 AAC 04.210, 04.212 and 06.899(6) Highly Qualified Teachers and Objective Uniform Standards

6 AAC 30.810 Employer records

6 AAC 30.840 Retention of records

#### UNITED STATES CODE

Every Child Succeeds Act, [20 U.S.C 6301](#), et. Seq ([P.L. 114-95](#) December 10, 2015)

~~Revised: August 30, 2016~~

Adopted: June 09, 2004

Revised: August 30, 2016

Revised:

**Northwest Arctic Borough School District**