

PERSONNEL 4111

HIRING OF THE SUPERINTENDENT, PRINCIPALS AND OTHER SENIOR STAFF; APPOINTMENT OF INTERVIEW OR SCREENING COMMITTEES

The selection and employment of the Superintendent is the responsibility of the Board of Education. The selection of a school principal or other senior staff members shall be made by the Superintendent with the approval of the Board of Education.

In selecting principals and other certified staff that report directly to the Superintendent, the Board or Superintendent may seek the advice of other individuals or groups. The Board or the Superintendent may also appoint an interview or screening committee to assist and advise in the identification of suitable candidates. However, the selection of a candidate to fill a position remains the sole responsibility of the Board or Superintendent as appropriate.

Where an interview or screening committee is used, individuals serving on the committee should represent a broad cross-section of the community. While not required, the Board or Superintendent may ask various community groups or other organizations to identify individuals they believe should be considered to serve on an interview committee. The Board of Superintendent has the final responsibility for selecting the persons who will serve on such a committee.

Adopted: August 30, 1999

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

Administrative Guidelines

Management of Search

1. When the Board of Education starts a search for a new superintendent, it may elect to hire a qualified search consultant. The selection of a consultant will normally be through a competitive process consistent with the Board's affirmative action policies.

If a consultant is not retained, the Board shall establish a search committee consisting of at least four Board members and such other individuals, if any, as the Board determines.

2. Recruiting Process C The search committee or the Board, with the help of the consultant, will:

- a. estimate a time frame for the search and prepare a budget for the search process. This should be updated as the search progresses;
- b. develop a set of qualifications for the superintendency and prioritize the functions and responsibilities it wishes the superintendent to discharge;
- c. establish a fair and equitable recruitment procedure which includes sending notices of superintendent vacancies to college and university placement offices; women=s centers or minority affairs office; superintendent organizations; professional journals; professional associations; and other publications and associations as deemed appropriate;
- d. assure that a background check of professional qualifications is completed for all finalists to be interviewed

The search committee will make its recommendations to the Board based upon the Board's predetermined criteria and demonstrated skills of the candidates which are equated with the responsibilities of the position, and commitment to a multicultural school system.

3. Screening and Interviewing Candidates

The search committee or the consultant will:

- a. receive all applications and seek supplemental information on candidates as needed;
- b. interview or screen the most promising candidates; and
- c. present to the Board the names and qualifications of the most promising candidates.

The Board of Education and any screening or interview committee appointed by the Board will receive training related to the issues surrounding an equitable hiring process and recruitment issues. This training is designed to ensure a consistent interview process as well as reduce bias and stereotyping.

4. Hiring the Superintendent

The Board has sole responsibility for selecting the Superintendent. The search committee or another designated committee of the Board will negotiate the contract with the person selected as Superintendent.

Administrative Guidelines

Recruitment, Screening and Selection

It is the responsibility of the Superintendent to identify and recommend personnel needs of the school system and to recruit and employ or recommend to the Board suitable candidates.

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 of the district.

In screening candidates for employment or in interviewing selected candidates, the Superintendent may involve as appropriate, administrators, teachers, parents, Board members, students, community members, support staff and others. The selection of individuals to participate in the screening or interview process is the responsibility of the Superintendent. The role of any such committee is advisory in nature. The Superintendent shall explain participants' roles and limits clearly prior to their participation in the screening or interview process.

The Superintendent shall insure that all certified personnel employed or recommended to the Board meet state certification requirements for the position including required fingerprinting and other criminal records checks.