

Hiring of Licensed Administrators

1. Selection Criteria

The personnel director, with guidance from the superintendent, will draft criteria for the filling of administrative vacancies. The criteria for the position will be derived from discussions, surveys and other input mechanisms from parents, teachers, classified personnel, students and other personnel as deemed necessary for the given situation.

2. Selection Team

The personnel director, under the guidance of the principal in the event of an assistant principal position, and the personnel director under the guidance of the superintendent for all other administrative vacancies, will choose a selection committee representing stakeholders who will have direct contact with the administrator of the given position. For example, in the case of a principal, the selection team may be composed of parents, teachers, classified personnel and another school administrator.

3. Board Involvement

The superintendent will apprise the Board either through weekly update written material or at an executive session of the selection team and the criteria desired for the administrative opening.

4. Announcement

Announcement of vacancies will be issued locally, regionally or nationally, depending upon the complexity of the administrative position and the scarcity of prospective applicants.

5. Selection Committee Responsibilities

The selection committee will review and screen all candidates as to their paper applications. Applications will include letters of reference, placement file and application form. The selection committee will determine assessment activities, and submit top candidates to the superintendent.

6. Final Step

In executive session prior to a Board meeting for selection, the superintendent will critique the selection committee's work and give rationale for his/her selection for the administrative vacancy. The final step is Board approval of the position at the next open Board meeting.