

Recruitment and Selection Procedures: Administrative

The following procedures govern the process of recruitment and selection of administrative personnel:

1. All positions will be clearly defined so that all personnel know their jobs, to whom they are responsible, the authority that goes with the position, the relationships of the position to other positions in the organization and the channels of communication;
2. Opportunity for transfer and promotion will be provided in order to make full use of demonstrated skills and abilities. Therefore, well-qualified administrators currently holding administrative positions in the district will be given full consideration in filling vacancies. All vacancies filled by administrative transfer will be filled on a merit basis by selecting the best-qualified individual to meet the requirements of the particular position and the needs of the district;
3. Under certain circumstances, conditions within the district may necessitate the reassignment of existing administrative personnel in order to meet the needs of the district. In those instances it may be necessary to employ a system of involuntary transfers to meet these needs. In case of transfer or change of assignment initiated by the district, the superintendent shall notify the administrator in writing of the reassignment;
4. Upon creation of new positions or when vacancies occur in established positions that are not filled by administrative transfer, notices announcing the vacancies shall be made districtwide and to customary sources outside the district;
5. After a reasonable waiting period following the announcement of a vacancy, appropriate administrative personnel shall review applications and credentials;
6. Each position will be filled on a merit basis by selecting the available individual best qualified to meet requirements of the particular position;
7. Following credential review, the superintendent or his/her designee will contact each of the candidates considered for an interview. A listing of individuals contacted, date of contact, method of contact and name of contractor will be maintained;
8. All candidates will be interviewed using a uniform set of questions;
9. An interview summary form will be completed for each applicant interviewed;
10. Reference checks will be conducted and recorded for each interview finalist;

11. The appropriate administrator(s) will submit recommendations to the superintendent for his/her decision;
12. The superintendent will make recommendations to the Board for its approval and hiring.