

# Dallas School District 2

Code: CCC  
Adopted: 4/22/02  
Readopted: 11/22/04

## Selection of Administrative and Supervisory Personnel

The School Board is committed to the selection and appointment of the best qualified administrators available within the funds budgeted whenever vacancies may occur. In implementing this commitment, the School Board authorizes the following procedure:

### RECRUITMENT

The Superintendent shall be responsible for advertising administrator vacancies and for seeking qualified candidates.

An open application period will be identified during which qualified applicants from within or outside the District will be given opportunity to fulfill the application requirements.

At its discretion, the School Board may modify the selection process to consider and appoint a person it feels can best meet the requirements of the District.

### APPLICATIONS

Applicants for an administrative position shall submit to the Superintendent's Office: a personal letter of application; a fully completed School District Application Form or the Oregon Statewide application; a complete personal resume; such other information as may be specifically requested in the announcement of the position opening; and have the placement files forwarded by the placement office with which registered.

The equal employment opportunity, non-discrimination and affirmative action policies and/or plans shall be recognized.

### SCREENING PROCEDURE

The Superintendent or designee shall review each applicant's file for compliance with the listed application procedure and for determining if the position qualifications are met. A preliminary list of applicants shall be developed and provided for the screening committee.

A screening committee shall assist the Superintendent and School Board in the identification of the persons most qualified for the position to be filled.

1. Assistant Principal, Activity Director or Athletic Director screening committee shall be appointed by the Superintendent and shall be composed of: the principal of that school; two (2) staff members from that school; and one (1) District level administrator.
2. A building principal screening committee shall be appointed by the Superintendent and shall be composed of: (3) three building level administrators, one (1) of whom shall be the ranking

continuing administrator of the building to be served, if there is one and that person is not an applicant for the position to be filled; two (2) staff members from that building; and one (1) District level administrator.

3. A District level administrator, supervisor, and/or coordinator screening committee shall be appointed by the Superintendent and shall be composed of: one (1) District administrator; three (3) building administrators, one (1) from an elementary school, one (1) from the middle school and one (1) from the high school; and three (3) building staff members, one (1) from an elementary school, one (1) from the middle school and one (1) from the high school.

Files of all applicants on the preliminary list shall be evaluated by the screening committee. A minimum of six (6) applicants shall be selected for interview, if possible.

Observation of applicants in current assignments and/or direct or telephone communication with current employer or persons knowing of the applicant's work shall be a part of the final screening process and completed by the Superintendent or School Board.

From the applicants interviewed, at least two (2) shall be recommended to the Superintendent for consideration on an equal, unranked basis.

The applicants recommended by the screening committee may be interviewed by the Superintendent and/or School Board in Executive Session. Upon completion of the interviews the Superintendent shall recommend to the School Board one (1) applicant to the position, or shall reject all applicants and request the selection process to be repeated.

END OF POLICY

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Legal Reference(s):

[ORS 332.505](#)  
[ORS 342.845](#)