

Proposed Policy Change 1100-3.12,

Updates taken from recommendations received at the Board meeting held on July 11, 2017.

3.12. Final Selection:

3.12.1. Principals, managers, or other selecting officials will make recommendations for final candidate selections, including transfers, to the Superintendent. The Superintendent will recommend candidates to the Board of Education. The Board of Education may accept or reject the recommendation made by the Superintendent.

3.12.2. Principal and assistant superintendent positions may be filled by non-competitive in-district transfer as recommended by administration and approved by the Board.

3.12.3. Principal and assistant superintendent positions filled competitively, by promotion or hire from outside of the District, will be filled as follows.

- Positions will be posted for at least one week. As the applicant list may be used for more than one location a specific location is not required. If the position is posted for a specific location the applicant list must not be used for other locations. For this reason specific locations are discouraged.
- Applications will be screened for required experience, licensing, and qualification by HR department.
- All similarly qualified candidates will be referred for interview by a selection committee comprised of the following members:
 - At least one but may include up to three Board members as selected by the Board President
 - One PTA, PTO, or Parent representative
 - Superintendent
 - Assistant Superintendent (secondary or elementary as appropriate)
 - Human Resources Director
 - Director of Professional Learning
 - A non-location specific principal (secondary or elementary as appropriate)
 - A non-location specific certified employee
 - A non-location specific classified employee
 - Other director or administrator as nominated by the superintendent.
- All interviewed applicants will be asked the same questions as approved by the committee.
- Applicants will be given equal time to answer questions. HR Director will monitor time for consistency.

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- All applicants will be ranked by committee members independently on a 1st, 2nd, 3rd, 4th, etc. choice basis. Independent rankings will be discussed by the committee to make final recommendations for the establishment of a pool of the most highly qualified candidates. The top candidates may be referred to the Superintendent, Executive Staff, and Board representatives throughout the year as needed to fill vacant administrative positions.
- When it becomes necessary to fill a vacant administrative position, the top 3 to 5 applicants will be referred from the pool to the Superintendent, Executive Staff, and Board representatives to identify a recommended candidate for the vacant position to the Board of Education.
- The Superintendent will present the recommended candidate to the Board of Education for approval.
- The Board of Education may accept or reject the recommended candidate.

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