

Administrative Procedures**Administrative Personnel Other Than the Superintendent****Positions**

The Superintendent will maintain, through the Assistant Superintendent of Human Resources, a manual of job descriptions covering all administrative jobs within the District. The manual will be reviewed and updated annually by the Superintendent or his or her designee.

The Superintendent, the Assistant Superintendent of Human Resources, and the Building Administrators will each maintain in their offices a complete set of job descriptions for all employees in the District.

Recruitment and Hiring

In the employment of school district Administrators, consideration will be given to professional training, professional experience, and personal characteristics desirable in good administrators. It is the responsibility of the Superintendent to determine the personnel needs of the District and to locate suitable candidates to recommend for employment by the Board.

One or more of the following recruitment and selection techniques may be used:

1. The Superintendent will list administrative openings with major state and private post-secondary institutions.
2. A list of openings will be given to the Superintendent of the Educational Service Region.
3. A committee of District administrators will screen all written applications.
4. Current District administrators will make specific recommendations to the Superintendent.
5. The Superintendent will interview those persons recommended to him by the screening committee.
6. The Superintendent will make final personnel recommendations to the Board of Education.

The following criteria and process will be used for the selection of administrative personnel:

Criteria For Filling Vacancies

1. Credentials
 - a. Type of certification
 - b. Degree/area of specialization
 - c. Advanced degree or post-graduate work
 - d. Scholastic ability
 - e. References
 - 1) Personal attitude, effort, cooperation, etc.
 - 2) Past performance (if any)
2. Personal interview
3. Experience
 - a. In education
 - b. In position sought
 - c. Outside education -- in related or non-related areas

Application Process

Each candidate will:

1. Complete an official application form.
2. Submit official college credentials and official transcripts to the Human Resources office.
3. Submit a record of teaching and other work experience to the personnel office.
4. Be available for a personal interview.
5. Submit evidence that he or she meets state certification requirements.

Evaluation

The evaluation of District Administrators is the responsibility of the Deputy/Assistant Superintendent.

Compensation

The Superintendent will discuss the administrative evaluations with the Board as needed. Administrative compensation for the following year will be established by the Board by June 30.

The re-hiring of non-tenured Administrators will be presented to the Board prior to April 1 or at least 60 days before the end of the school year.

Adopted: 02/28/05

Amended: 10/22/07