

RECRUITMENT AND SELECTION

Selection Certificated Management

1. The Assistant Superintendent of Human Resources will be responsible for advertising all vacancies for a period of 30 days or less. The amount of time for advertising the vacancy will be determined by the decision as to whether to recruit inside or outside the district or both.
2. All Screening and Interviewing Committees will be composed of the following:
 - Assistant Superintendent or designee
 - Assistant Superintendent of Human Resources (nonvoting member)
 - Principal
 - Community Representative
 - Teacher Representative
 - Like administrative position (can be inside or outside the district)
3. The Assistant Superintendent of Human Resources will be responsible for the initial paper screening of all applicants for minimum qualifications (credential and/or years of experience).
 - a. This paper screening of all applicants will be conducted by a committee selected by the Assistant Superintendent of Human Resources.
 - b. It will be the responsibility of the Screening Committee under the supervision of the Assistant Superintendent of Human Resources to reduce the number of applications to the appropriate number of the most qualified candidates as determined by the committee.
 - c. The names of the selected candidates will then be submitted to the Assistant Superintendent of Human Resources for the purpose of being interviewed by the Interviewing Committee.
4. The administration will select the Interviewing Committee.
 - a. Under the supervision of the Assistant Superintendent of Human Resources, the Interviewing Committee will interview the selected candidates. The Assistant Superintendent of Human Resources will be a nonvoting member of this committee. Interviews will be scheduled 30 minutes per candidate.
 - b. Each individual committee member will rate the candidates on five or more critical areas relative to the position in question based upon the candidates' performance during the interview.

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- c. It will be the responsibility of the Assistant Superintendent of Human Resources to compile the scores of each candidate based upon the ratings of committee members.
 - d. The Assistant Superintendent of Human Resources will keep these scores confidential.
5. The Assistant Superintendent of Human Resources will submit to the Superintendent in alphabetical order (unranked) the names of the three top candidates as well as their confidential papers for interview.

No person shall be employed in a management position by the Governing Board without a recommendation or endorsement of the Superintendent. The Board shall be presented with three finalists who shall be ranked by the Superintendent. The Board shall make the final selection based on the Superintendent's recommendation.

Selection Classified Management

Selection interviews for classified management positions will be conducted by a member of the Superintendent's Cabinet. Interviews will be held for all candidates identified in the top three ranks of an eligibility list by the personnel office.

Interviews shall not include questions, which tend to limit an applicant's employment opportunity because of his/her race, religion, color, national origin, ancestry, sex, physical handicap or age.

The names of all candidates interviewed shall be ranked by preference for hiring by the cabinet member and given to the Superintendent.

No person shall be employed in a management position without a recommendation or endorsement of the Superintendent. The names of all candidates in rank order shall be presented to the Board. The Board shall make the final selection based on the supervisor's recommendation to the Superintendent.

Job Descriptions

1. Job descriptions for all Management Team positions shall be established by the Board on the recommendation of the Superintendent.
2. It shall be the responsibility of the Superintendent or designee to regularly review and recommend to the Board any necessary revisions, additions or deletions to Management Team job descriptions.