

RECRUITMENT AND SELECTION

A. Purpose and Scope

To provide guidance and direction for the Superintendent and/or designee to determine the need and qualifications for a management position when a vacancy is known or anticipated.

B. General

When a management position vacancy is known or anticipated, the Superintendent or designee shall determine the need and qualifications for the position. As soon as possible, notice of the vacancy shall be published within the District and may be published through other recruitment sources.

C. Forms Used and Additional References

1. Application packet

D. Procedure

In selecting candidates for formal interview, the Superintendent or designee shall:

1. review valid transfer requests.
2. review the current applicant file.
3. establish an interview committee.
4. arrange interviews for the best qualified applicants.
5. provide the interview committee with each candidate's complete personnel folder, a set of questions to be asked, rating sheets, and related instructions.
6. determine finalists to be interviewed by the Superintendent and District Cabinet Members.

When finalists have been identified, the Superintendent or designee shall interview in person or by telephone those individuals given as references who have had the greatest opportunity to observe the finalists' professional activities.

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The Superintendent or designee shall submit a recommendation for employment of the finalist to the Board. No management position shall be filled without concurrence of both the Superintendent and the Board.

If the Superintendent or designee cannot make a recommendation in full confidence, he/she shall be directed to declare the position open and undertake a new search.

When a final recommendation is approved, the Superintendent or designee shall contact the finalist to obtain acceptance of an offer of employment.

The salary and placement of newly elected staff placed on the District's management/confidential schedule shall be determined by the Superintendent or designee. Employment shall be subject to the possession of valid, appropriate credentials.

As soon as the position is filled, the Superintendent or designee shall notify all candidates who were not selected.

E. Reports Required

Board Agenda Item

F. Record Retention

Personnel file (if applicable)

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Regulation Acknowledged:

TUSD 3/13/01