

**Maryville City Schools**  
**Administrative Procedure 5.106**  
**Application and Employment**

**Selection of Teachers and Assistant Principals**

The principal will be responsible for coordinating the selection process. The process shall involve a committee of staff members appointed by the principal that must include at least two teachers and at least one other administrator.

Procedures:

- The position description will be written by the principal in collaboration with the Director of Schools. The position will be announced and applications accepted through the district's applicant software program.
- The principal will review resumes and applications and verify appropriate licensure to select candidates for interviews. A digital screening tool may also be used to help identify and define the best candidates to interview. At least three qualified applicants will be selected for team interviews, assuming at least three applicants meet the requirements set forth in the selection process.
- The team will interview the selected candidates. This process may include a performance interview, presentations, and written responses in conjunction with the dialogue interview.
- Each team member will submit his or her observations, opinions, and impressions of each candidate to the principal. The principal will review all-available information and then make a recommendation to the Director of Schools

**Selection of Principals**

The Director of Schools will be responsible for coordinating the selection process. The process shall involve a committee of staff members appointed by the Director of Schools that must include at least two teachers and at least one other administrator.

Procedures:

- The position description will be written by the Director of Schools. The position will be announced and applications accepted through the district's applicant software program.
- The Director of Schools will review resumes and applications and select candidates for interviews. A digital screening tool may also be used to help identify and define the best candidates to interview. At least three qualified applicants will be selected for team interviews, assuming at least three applicants meet the requirements set forth in the selection process.
- The team will interview the selected candidates. This process may include a performance interview, presentations, and written responses in conjunction with the dialogue interview.
- Each team member will submit his or her observations, opinions, and impressions of each candidate to the Director of Schools. The Director will review all-available information and then make a hiring decision.