



Oxnard Union High School District

SECTION 2000
ADMINISTRATION

BOARD POLICY
BP 2120

SUPERINTENDENT RECRUITMENT/SELECTION

The Governing Board recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs and goals.

(cf. 2000 - Concepts and Roles)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals
(cf. 0000 - Vision
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
2. The desired characteristics of a new Superintendent, including, but not limited to, professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge.
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search.
4. The salary range and benefits.
5. Basic elements to be included in the Superintendent's contract.
6. Whether to hire a professional adviser to facilitate the process.
7. How and when to involve the community in certain phases of the selection process
(cf. 1000 - Concepts and Roles)
(cf. 1220 - Citizen Advisory Committees)
8. The best methods for advertising the vacancy and recruiting qualified candidates.
9. The process for screening applications and determining how the screener(s) will be selected.
10. Interview questions, processes and participants.
11. How and when candidates' qualifications will be verified through reference checks.
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership.

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, with board approval, Board members may visit that candidate's current district.

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The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35026 Employment of superintendent by board

35028 Certification

35029-35029.1 Waiver of credential requirement

35031 Term of employment

44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 California Fair Employment and Housing Act

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

106.9 Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>



Oxnard Union High School District

SECTION 2000
ADMINISTRATION

ADMINISTRATIVE REGULATIONS
AR 2120

SUPERINTENDENT RECRUITMENT/SELECTION

The following practices shall be followed for the recruitment and selection of the Superintendent.

Notification of Vacancy/Recruitment Strategy

Upon notification of a Superintendent vacancy, the Board President informs the Trustees of the need to secure new District leadership. Vacancy notification shall be provided in the form of Board receipt of the Superintendent's resignation, retirement, contract buyout, or information regarding death or departure for special circumstances. At its earliest opportunity, the Board considers, as part of its public deliberations, the approach it wishes to use for the selection of a succeeding Superintendent. The Board, by formal action, determines whether it wishes to contract for an external recruitment firm, utilize the District's Human Resources Department for a District conducted search, or utilize a combination of contracted recruitment firm and Human Resources Department support services. Should the Board choose to contract for external recruitment services exclusively, the Board designee serves as the Board's liaison to the firm.

Externally-Conducted Recruitment

In the event an external recruitment firm is contracted by the Board of Trustees, the Board, through the Board designee, determines the procedures, timelines, and activities supporting the search in consultation with the contracted recruitment firm. The Board will ensure commitment to broad community and school participation in its searches, as well as providing equal employment opportunity to qualified candidates.

Internally-Conducted Recruitment

The following procedure shall be observed for internally conducted recruitments:

Committee Composition and Appointments

Certificated, classified, and student appointments are made by the Board from the groups/individuals listed below. Appointments are made by the Board of Trustees to ensure diversity of representation within the selection committee. The Board of Trustees appoints the screening committee chair from among the committee membership. The Board announces the composition of the committee without reference to specific names in open session at the Board of Trustees meeting and approves any changes to the committee composition. The screening committee shall consist of the following:

| Committee Composition | Recommendations of the Following: |
|----------------------------------|-----------------------------------|
| Certificated Staff - 3 | Board Designee |
| Classified Staff - 3 | Board Designee |
| Principal - 1 | Board Designee |
| Student Board Representative - 1 | Board Designee |
| Parent - 2 | PTSA |
| College Educational Partner - 1 | Oxnard College |
| District Administration - 1 | Board of Trustees |
| OFTSE Representative - 1 | OFTSE |
| CSEA Representative - 1 | CSEA |

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| | |
|---|----------------|
| Assistant Superintendent, Human Resources/Screening Committee Facilitator - 1 | Board Designee |
| Total 15 | |

Screening/Selection

The Board designee, approves timelines for the organizational meeting, application screening, application tally, oral interviews, and oral interview tally.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Board for approval.

Announcement/Advertising

The Board designee, prepares the vacancy announcement, including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Board designee. If the District selects a recruitment firm to assist in any aspect of the recruitment and selection process, these responsibilities may be reallocated to the firm.

At a minimum, vacancy announcements will be distributed to the Ventura County Office of Education, County Districts, EdJoin, SearchSoft, ACSA/EdCal, and OUHSD.k12.ca.us

Organizational Meeting

The Board designee, provides the screening committee with confidentiality policies and informs the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. In order to maintain consistency in the process, each screening committee member must be available for all committee meetings.

The screening committee, under the direction of the Board designee, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions are based upon the requirements listed in the vacancy announcement.

Screening

Each committee member screens the application materials independently and submits their results to the Board designee. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend, NQ – Not Qualified).
- Screening Committee members sign and date the screening evaluation forms.

Application Tally

All committee members must participate in the application tally meeting and shall have completed their screening of applicants. Committee members who do not participate in the application tally will be removed from the committee.

A. The Board designee tally the results.

- B. The committee, as a whole, determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identities. "Natural breaks" in the tally total should be the determining factor.
- C. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates are considered for interview based on their ranks and may only be considered if invitations are refused by the original invited candidates.
- D. The Human Resources Department e-mails the individuals who are not selected for interview.
- E. The Board designee, assigns dates and times for oral interviews taking into consideration distance and time of travel for the applicants. This is done in consultation with the Committee.

Oral Interview

The Board designee, discusses guidelines pertinent to the interview process, appropriate follow-up questions, guidelines for written comments on oral interview forms, the District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. At the oral interviews, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the intent of the original questions.

At the conclusion of each oral interview, the Board designee facilitates the following discussion process:

- A. At the conclusion of each oral interview, each committee member shares a brief summary of each applicant's strengths and limitations.

Generally, the discussion will consist of:

1. Clarification of technical questions asked during the interview;
2. Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview;
3. Strengths and weaknesses of each candidate, including professional impact;
4. Impressions concerning the manner in which the candidate responded to questions asked during the interview.

- B. Among those items which are inappropriate for discussion are the following:

1. Advocacy for or opposition to a particular candidate based on information obtained outside the interview process;
2. Comments based on rumor or unsubstantiated knowledge of a candidate;
3. Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.

- C. Each committee member individually rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performances across all questions and any demonstrations.

Oral Tally

- A. The Board designee, tally the oral interview ratings and display the ratings to the entire committee with the candidates' names redacted for the purpose of determining the natural break in ratings.
- B. After determining the natural break, the candidates' names are displayed to the committee to consider high/low discrepancies. The discussion focuses on information provided in the interview as well as

information provided in the candidates' applications. Any committee member may change or remain with the original rating after considering the information discussed.

- C. The committee as a whole reviews the ratings and determines who should be forwarded to the Board of Trustees for final interview based on the candidates' performances. The committee as a whole may decide if candidates below the natural break should be forwarded to the Board. If no candidates are deemed to be acceptable to the screening committee, the Board has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department e-mails the individuals who were not selected for interview.
- D. The committee summarizes, in writing, the strengths and weaknesses of the candidates and forwards the summary to the Board for review prior to interviewing the candidates.

Reference Checks

The Board designee, conducts reference checks for all candidates forwarded by the screening committee to the Board for consideration. Upon review of the candidates' references and any other pertinent material, the Board designee notifies the Board Chair of any areas of concern pertaining to the candidates.

Board of Trustees Interview

The Board of Trustees conducts final interviews from an unranked list of candidates forwarded by the screening committee. The Board may request that the committee forward additional candidates. A successful candidate may be selected by the Board, or the Board may determine that the recruitment and selection process needs to be extended or postponed to a later date.

Offer of Employment/Notifications

- A. The Board of Trustees, and the Board Chair discuss the salary offer.
- B. The Board designee, contacts the successful candidate and makes all necessary contractual arrangements.
- C. The Board designee, completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The Trustees sign the form.
- D. The Board Chair presents the outcome of the recruitment and selection process at the Board's next scheduled public meeting.
- E. Release of information to District staff and the press regarding the outcome of the search will be undertaken by the Board designee in consultation with the candidate.