

RECRUITING AND HIRING OF THE SUPERINTENDENT REGULATION

Professional Search Service: A professional search service will be contracted to assist the Board in the superintendent search process. A subcommittee of the Board will be appointed to assist the professional search service with the management of the process. This subcommittee will consist of the Chair of the Board and two other members. This subcommittee will be the liaison between the Board and the professional search service.

Recruitment: The vacancy will be advertised to attract a wide pool of candidates.

Needs Assessment: The professional search service shall conduct a number of focus groups or forums with the school staff and community to assess what are needed qualities and qualifications for a new Superintendent. A report will be submitted summarizing the focus group results and providing a profile of the successful candidate based on the results from the focus group.

Screening: The professional search service will receive, compile, and determine completeness of all application materials. The professional search service will conduct an initial screening based on the qualifications established by the Board. The Board Subcommittee will screen those applications based on the criteria established by the Board and will recommend applicants to be interviewed by the interview committee. The subcommittee will accept input from the full Board.

Interview Committee: An interview committee will be appointed by the Board and whose members will consist of representatives of the Board, staff and community.

Interviewing: The Board and the Interview Committee will:

- A. Receive orientation from the professional search service on:
 - 1. The process, techniques, and legal aspects of interviewing;
 - 2. Weighing of criteria;
 - 3. The nomination and hiring process; and
 - 4. Confidentiality and equity issues.
- B. The Board Subcommittee and the professional search service will:
 - 1. Prepare interview questions reflecting the criteria and duties/responsibilities of the Superintendent, as established by the Board; and

2. Select interview questions reflecting the criteria and the duties and responsibilities of the Superintendency.

Selection:

A. The Interview Committee will:

1. Conduct an initial round of interviews of the candidates identified by the Board Subcommittee;
2. Assess each candidate on the same basis, focusing on the criteria and the duties and responsibilities of the Superintendency; and
3. Select a number of candidates for the full Board to further interview.

B. The Board will:

1. Assess each finalist on the same basis, focusing on the criteria and the duties and responsibilities of the Superintendency;
2. Arrange opportunities for finalist candidates to visit and become acquainted with the Scarborough school system;
3. Conduct the second round of interviews in equal fashion for all finalist candidates;
4. Conduct additional interview(s) as deemed appropriate;
5. Obtain additional information as warranted and available, make any reference checks needed, and visit current work site(s) as appropriate with the assistance of the professional search service; and
6. The Board's Personnel & Negotiating Committee will be responsible for negotiating the terms and conditions of the Superintendent's employment contract, with the approval of the Board.

Employment: Following the agreement on employment terms with the successful candidate and confidential notification to the Interview Committee members, the Board will, at a public meeting, elect the new Superintendent by majority vote of the full Board and approve the employment contract.

Notification: Immediately following execution of the contract, the other finalist candidates are to be formally notified.

Orientation and Support: The Board is to provide the new Superintendent with an orientation that includes expectations of the duties and responsibilities of the Superintendency and the policies and procedures of the School Department.

Recordkeeping: For a period of three years the Board will maintain in secure files all application materials as well as documentation of the hiring process.

Confidentiality: Throughout and following the Superintendent hiring process, all participants in the hiring process are to maintain absolute confidentiality about candidates, including names, in accordance with Maine law.

Adopted: October 3, 2002

Revised: November 4, 2010
 August 16, 2012