

ADMINISTRATIVE REGULATION

No. 302(b)

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

PERSONNEL GUIDELINES FOR SELECTING SCHOOL ADMINISTRATORS

Goal: The goal in selecting school administrators shall be to fill existing vacancies with individuals of the highest professional caliber who will serve to maintain and enhance quality education in the Douglas County School District. Consideration for selection will be given to all individuals regardless of race, religion, color, national origin, sex, age, marital or parental status, or physical handicap who meet the established qualifications of the vacancy.

Vacancies: When a vacancy occurs for any administrative position at a school site, the Superintendent shall post the position. The Executive Director of Human Resources shall disseminate information regarding the opening to as many sources as feasible. Such posting will contain a description of the position, the qualifications required, where and when application forms may be obtained, and the deadline for filing completed applications with the Human Resources Office.

Input Gathering for Principal Vacancy: The Superintendent shall gather input from the staff, parents, and when appropriate, students, regarding the specific leadership style and traits these groups feel are best for a principal at their site. This input will be gathered by using focus groups at the District Office or the school site and are to provide opportunities for parents, students and staff to offer input. The Superintendent may also seek input through survey or email in lieu of holding focus groups. The Superintendent shall determine the size of the focus groups, establish the format, and provide the leadership.

In addition to focus groups, the Superintendent shall allow for input through the District website that will provide for email contact with the Superintendent's office and will be open to all stakeholders. Notification as to how to provide the email input will be distributed to all staff and parents at the site prior to the application deadline for the position.

The Superintendent will then gather and summarize all input and will take it into consideration when making a selection of a principal for the school.

Screening Steps: When the deadline for filing applications for a site administrative position has been reached, the Superintendent shall convene a team to paper screen submitted applications for completeness and qualifications. Preference shall be given to DCSD administrative employees who otherwise meet all of the

ADMINISTRATIVE REGULATION

No. 302(b)

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

requirements for the vacancy. The team convened by the Superintendent shall determine which applicants will be selected to interview and the Executive Director of Human Resources shall make arrangements for the interview process to convene.

Interview: The Superintendent shall direct the process of the interview, determine the questions, select the interview committee and work with the Executive Director of Human Resources to assure a fair and equitable process. Once interviews have taken place and a candidate or candidates are narrowed, the Executive Director of Human Resources shall conduct additional reference/background checks on the top candidate(s). The Superintendent shall select a candidate and make a recommendation to the Board of Trustees.

Board of Trustees: The Board of Trustees will accept or reject the recommendation of the Superintendent at a properly agendized Public Meeting. The Superintendent will keep the Board informed throughout the process by communicating that an opening exists, the posting, a timeline for selection, the interview process, and any other pertinent information that the Superintendent deems necessary and/or that the Board Members may request.

See Policy related to this Administrative Regulation
See also: Administrative Regulations 302.302(a)

03/12/02
Revised 2/14/18