Code: **CCC**
Adopted: June 24, 2006

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will be notified of the vacancy and have the opportunity to submit an application for the position.
Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be used in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;

2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;

3. A screening committee may be appointed by the superintendent;

4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee, when applicable;

5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration, when applicable;

6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

An administrator shall serve a probationary period that does not exceed two years, unless the administrator receives an unsatisfactory evaluation during the initial probationary year. An unsatisfactory evaluation during the initial year of probation may result in one additional year of probation. At the end of the first or second probationary year the Superintendent will recommended to the board the renewal or non-renewal of the administrator's contract.

END OF POLICY

Legal Reference(s):