

## **ADMINISTRATION**

### **Recruitment and Selection**

#### **A. Recruitment**

1. When an administrative or supervisory vacancy occurs the Superintendent is authorized to issue a notice of vacancy.
2. Employees who desire consideration for vacancies may submit a letter of application to the Chief Human Resources Officer.
3. Advertisements outside the School Division shall be at the discretion of the Superintendent.

#### **B. Selection**

1. Central Office Personnel
  - a. The department head or administrative designee shall review the pool of applications. In those instances where an applicant will report directly to an administrator other than the department head that administrator will also review the applications.
  - b. The department head or administrative designee, in cooperation with another administrator if necessary, shall select a minimum of three candidates who have

the required qualifications to fill the vacancy.

- c. Interviews shall be conducted by a team approved by the department head. Additional interviews may be conducted at the discretion of the Superintendent.
- d. The Superintendent will submit a nominee to the School Board as provided in School Board Policy 2-50.
- e. When a vacancy occurs at the deputy superintendent level and/or department head level, the search for candidates shall be the Superintendent's responsibility.

## 2. Principals

- a. When an administrative vacancy occurs at the school principal level, the search for candidates shall be the responsibility of the Department of School Leadership, in consultation with the Superintendent.
- b. The Superintendent will submit a nominee to the School Board as provided in School Board Policy 2-50.

### **Related Links**

School Board [Policy 2-50](#)

Adopted by School Board: October 20, 1992

Amended by School Board: May 9, 2006

Amended by School Board: December 3, 2013

| Reviewed by School Board: