

HIRING ADMINISTRATIVE STAFF

Definitions

For the purposes of this policy, administrative positions include assistant principals, principals, and assistant administrators. The definition does not include the Administrator.

Advertising

When the Board declares an administrative position open, the Administrator shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Administrator should review and, if necessary, update the position’s job description and, if necessary, modify the competitive personnel system. A current district employee is not eligible for Veterans’ Preference if applying for a different job within the District.

All advertising for administrative positions may include a statement that applicants are eligible for Veterans’ Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Screening

The Administrator shall investigate the qualifications of applicants for other administrative positions. As part of this qualification investigation, applicants shall be required to submit to a criminal history record check. The Administrator or designee shall adjudicate criminal history records. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record and possess the necessary education, qualifications, and experience as determined by the Administrator using standards contained in the job description.

Competitive Personnel System

The District does not use a competitive personnel system when hiring administrators. If a qualified veteran or disabled veteran applies for an administrative opening, the qualified veteran entitled to preference under law will receive the position. If multiple qualified veterans apply, the District shall comply with selection procedures contained in law. If a qualified veteran or disabled veteran does not apply for an administrative opening, selection shall be made using an interview.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting follow-up interviews and/or checking sources such as, but not limited to, references, employment history, and background check databases.

Hiring Authority

The Administrator shall bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAC, Recruiting & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure