

Salinas City Elementary School District

Management & Confidential Personnel

Regulation #4311

RECRUITMENT AND SELECTION

Announcing A Vacancy

The Superintendent or Assistant Superintendent seeking candidates to fill an administrative or supervisory vacancy will file a Request to Advertise, CSD 215, with the Personnel Office. This form will include the information necessary to advertise the position. Each Request to Advertise shall include information such as starting and ending time, work year, closing date, specific qualifications, and any other information to help attract the best qualified applicants.

The position shall be advertised within and outside the District. The Superintendent may make interim appointments as needed.

Selection Process:

1. Standard Application Form: the Personnel Office provides a standard application form to be completed by all candidates and a request that the applicant submit a letter of intent, credential, placement file, references and a resume.
2. Completed Applications: Applications returned to the Personnel Office will be date-stamped and reviewed to be sure that the application is complete. Applications will be paper screened by a committee of administrators for the purpose of selecting the most qualified applicants meeting the requirements of the job description for interview. All in-district applicants meeting the requirements will be interviewed.
3. Personal Interview:
 - a. The Superintendent or his/her designees shall establish one or two interview committees. The committee/committees should include representatives of CSEA, SETC, management, the Board of Education and parent groups. Additional members may be added for specific areas of expertise. A grid comparing applicant's qualifications and based on the job description will be given to the committees.
 - b. An orientation for the interview panel will be held before the interviews begin.
 - c. All applicants are asked the same questions and given equal time to respond to those questions.
 - d. No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability, sexual orientation, or marital status of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

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- e. Each member of the committee scores each applicant individually.
- f. The committee/committees then makes recommendations to the Superintendent.

4. Recommendations for Position:

- a. The Superintendent or his/her designees conduct a second interview with the finalists and contacts references. The Superintendent or his/her designees may visit the candidates' communities. The Superintendent makes a recommendation to the Board of Education.
- b. The Board of Education is provided with information about the recommended candidate prior to the Board Meeting where election is scheduled.
- c. Closed session will be held to review the Qualifications of the candidate recommended by the Superintendent prior to action being taken.
- d. If the Board rejects the recommended candidate or the candidate declines the offer of employment, the Superintendent may recommend other candidates or the process to fill the vacancy will begin again.