

ADMINISTRATIVE

Selection, Assignment, and Transfer of Administrative Staff

The Superintendent will develop procedures for the hiring of administrators to work in the Kennewick School District.

The Superintendent with assistance from the appropriate Cabinet members will determine the qualifications needed for any administrative opening in the district.

The Human Resources Department will be responsible for the posting of the position and the maintenance of the collection of materials needed for an applicant to become an active candidate. The Superintendent and the Human Resources Department will determine a process for choosing candidates to interview from among those who apply.

The Superintendent may choose to involve district staff and residents to advise him/her about the qualifications of the candidates for the positions of assistant superintendent, principal, assistant principal, and director. The Superintendent may choose to have district staff and residents involved in the interview process. If district staff and residents are involved in the interview process, the feedback provided to the Superintendent will be in the form of individual written comments about how the candidate meets or does not meet the specific job qualifications. No rankings of candidates will be done by district staff and residents as part of an interview process.

Final selection and hiring of a candidate will be done via recommendation of the Superintendent to the School Board at a regularly scheduled Board Meeting.

Adopted:            March 11, 2009