

SALEM SCHOOL DISTRICT  
Salem, Connecticut

ADMINISTRATION

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

The appointment of a Superintendent is the legal responsibility of the Board of Education. The Board of Education will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community.

Recruitment of Superintendent

Consultant:

When the Board of Education starts a search for a new Superintendent, it will hire a qualified search consultant. The selection of a consultant will be through a process consistent with the Board's affirmative action policies.

Search Committee:

The full Board of Education will serve as the Search Committee for all Superintendent searches.

Time Frame/Budget:

The Board of Education will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

Desired Qualifications, Functions and Responsibilities of the Superintendent:

The Board, working with the search consultant, will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups/organizations (Superintendent organizations, journals, etc.). The Board and the consultant will hold forums with the parents and staff to solicit the type of qualities they are looking for in a new Superintendent. These forums will be held prior to any interviews.

Interviews:

1. A background check of professional qualifications is essential.
2. There may be two to three interviews – one preliminary interview conducted by the consultant and others by the entire Board.

3. The Board (minimum requirement of 2/3 membership present) will interview all finalist candidates.
4. The Board will also be given an opportunity to informally meet the proposed candidates before a commitment is made for his or her employment.
5. A subcommittee of the Board (Personnel/Contract Negotiations) will negotiate the contract with the finalist.
6. The Board will hire the new Superintendent at a Board meeting.
7. The Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first three months with the new Superintendent).

### Appointment of Superintendent

A vote of the majority of the Board members, present at a Board of Education meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

Legal Reference: Connecticut General Statutes: 10-157 Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education (as amended by PA 12-116, An Act Concerning Educational Reform). 10-222 Reports to state board of education.

Policy 1<sup>st</sup> Reading: April 5, 2010  
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