

Hiring Administrative Staff

Definitions

For the purposes of this policy, administrative positions include Assistant Superintendents and those covered by the Bismarck Association of School Administrators (BASA). The definition does not include the Superintendent.

Advertising

The Superintendent will make certain the open position is advertised within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Superintendent and Human Resources Director should review and, if necessary, update the position's job description. 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 Veteran's Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Screening

A hiring committee shall investigate the qualifications of applicants for administrative positions. As part of this review, applicants shall be required to submit to a criminal history record check. The Superintendent or designee shall adjudicate criminal history records in accordance with adjudication criteria established for instructional staff. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record (as defined in policy DBAC) and possess the necessary education and experience qualifications as determined by the Superintendent, using qualifications and screening standards developed in accordance with applicable law, including but not limited to Veteran's Preference for administrative staff in accordance with NDCC 37-19.1.

The hiring committee will select applicants for the next stage of the screening process.

Hiring Authority

The Board shall have final approval of the contract for all administrative positions.

Complementary Documents

- DBAA-AR, Background Check Screening Procedure
- DBAC, Recruitment, Hiring, and Background Checks for New Instructional Personnel