

ADMINISTRATOR RECRUITMENT AND APPOINTMENT**Recruitment**

The Board shall develop a list of qualifications and a job description for the new Administrator. The Board will establish a salary range for the position and determine the method of advertising the vacancy. The Board may actively seek qualified applicants from within and outside of the District. The Board may appoint a screening committee or hire a consultant to assist in the search. However, the final selection will rest with the Board.

Advertising

When advertising externally for an Administrator vacancy, the advertisement should 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, minimum qualification requirements, and instructions regarding access to the job description, and other application material.

Qualification Screening

The Board shall make available to each applicant the job description and list of qualifications. As part of the qualifications screening, the candidate is required to consent to a criminal history record check. The Board President or designee shall be charged with reviewing the criminal history record of Administrator candidates and shall report to the Board on whether or not a candidate is eligible based on the criminal history record check, without revealing the details of this confidential record.

The Board shall narrow the pool of candidates based on an assessment of each candidate's qualifications. All qualified applicants must be screened through the competitive personnel system described below.

Competitive Personnel System

The Board uses a competitive personnel system to screen all qualified Administrator applicants. This system consists of the following components: phone interviews, face-to-face interviews, other components. Under this system, the Board scores applicants eligible for Veterans' Preference on a 100-point scale in accordance with NDCC 37-19.1-02. The Board or its designee shall develop a rubric for scoring Administrator applicants under the competitive personnel system and for defining the threshold for a passing score.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by checking sources such as, references, employment history, and background check databases, etc.

Interviews at Open Meetings

Interviews with Administrator candidates must be conducted at an open meeting with the Board or its designated screening committee.

Selection

The Board shall select for hire the most qualified Administrator applicant remaining after all screening steps are complete.

RECOMMENDED

Descriptor Code: CAAA

Voting Requirements for Selection

A simple majority vote of the board members at a meeting is required for the employment of an Administrator.

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

- BCAD, Executive Session
- CAAA-E, Administrator Job Description
- DBAC, Recruitment & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of Yellowstone Policy CAAA..... Adopted:5/18/20

Reviewed: 10/21/2024