




**Standard Operating Procedure  
for Administrator Hiring**

<b>Subject:</b> Administrator Hiring Procedure	<b>Effective Date:</b> Revised July 31, 2013	<b>Page 1 of 3</b>
	<b>Approved by:</b> Dr. Donnie W. Evans	<b>Signature:</b> 

**I. Purpose**

To institutionalize the procedure for hiring school and district-level administrators for all positions including Vice Principals, Principals, Supervisors and all higher level positions excluding the Chief of Staff, Deputy Superintendent, School-based Department Chairs and School-based Supervisors.

**II. Authority**

The State District Superintendent

**III. Procedures**

- a. These procedures shall be followed to employ all district level positions of supervisor and higher, except the Deputy Superintendent and Chief of Staff. At the building level, school-based administrators, Vice Principals and higher shall be hired consistent with this procedure, except for School-based supervisors and Department Chairs.
- b. A potential vacancy will exist due to a resignation, retirement, reassignment or a proposal to create a new position.
- c. With the approval of the appropriate Assistant Superintendent or Division Chief, a written request shall be prepared and submitted to the Personnel Review Committee (PRC):
  - i. PRC will meet with the initiator to review request.
  - ii. A recommendation/determination will be made to approve or not approve the hiring request.
- d. If approval to hire is not recommended/granted by the Personnel Review Committee, the following will occur:
  - i. The PRC will notify the initiator in writing of the "denial" and the reason(s) for non-approval within 48 hours of the decision.
  - ii. Non-approval/denial may be appealed only to the Superintendent.
- e. If the request to hire is approved/granted by the PRC, notification will be issued

in writing to the initiator and Chief of Staff within 48 hours with the following steps to occur subsequent to the notification:

- i. Posting for the approved position will be processed by the Human Resources Department to include the job description.
- ii. The Chief of Staff will notify the School Board of the impending posting.
- iii. All applications, in response to the posting will be screened to identify the candidates who meet minimum qualifications for the posting (paper screening).
- iv. A screening committee will be established to conduct the interviews of all eligible candidates.
  1. The screening committee will be composed of three to five district or school-based administrators including the immediate supervisor for the position.
  2. The top two to five candidates will be identified as finalists.
  3. The immediate supervisor for the position will lead the interviews.
- v. Background checks will be completed for all finalists.
- vi. A team composed of members of the Superintendent's Cabinet will interview all finalists (top two to five candidates).
  1. Membership on the team will include the Superintendent, Assistant Superintendent and, Divisional Chiefs and other Cabinet members.
  2. The appropriate Assistant Superintendent or Divisional Chief will lead the interviews.
  3. After interviewing all finalists, the Assistant Superintendent or Divisional Chief leading the interviews will solicit input from the team and will make their recommendation to the Superintendent for their candidate of choice to fill the vacancy.
  4. The Superintendent will make the final decision.
- vii. The Superintendent will notify the School Board of his decision.
- viii. When directed, the appropriate Assistant Superintendent or Divisional Chief will notify the chosen candidate approved by the Superintendent.
- ix. Upon acceptance and Human Resources' processing of the chosen candidate, all other applicants for the position shall be notified in writing by Human Resources that they were not the candidate chosen to fill the position and that the district appreciates their interest in the district.
- x. If the new employee is a member of a class of employees that is represented under a pre-existing collective bargaining agreement, a Personnel Transaction Form is completed and submitted for required approvals by the appropriate Department or Division. Salary will be determined by guidelines established in the collective bargaining agreement.
- xi. If the employee class is not represented under a collective bargaining agreement, an Employment Agreement will be developed and agreed upon prior to the development of a Personnel Transaction Form. Placement on the appropriate salary guide will be determined by the Human Resources Department with the approval of the Superintendent.

#### **IV. Reporting Procedure**

- a. Prior to any public announcements of new hires, the School Board will be provided information about the candidate's qualifications for the position, their résumé, and a table listing all applicants for the position as well as summary background information for each.

#### **V. Dissemination**

- a. For positions involving Principals, Assistant Superintendents, Divisional Chiefs and Deputy Superintendent, a press release will be prepared prior to publicly announcing the new hire.
- b. Announcement of new appointments will be placed on the district's Web page and other appropriate internal and external publications.