




Standard Operating Procedure for Administrator Hiring

Subject: Administrator Hiring Procedure	Effective Date: Revised December 1, 2014	Page 1 of 3
	Approved by: Dr. Donnie W. Evans	Signature: 

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. This process applies to the following school based and central office roles:

Title	Process Applicable?	
	School Based	Central Office
Vice Principal	Yes	N/A
Principal	Yes	N/A
Division Chief	N/A	Yes
Assistant Superintendent	N/A	Yes
Director	N/A	Yes
Executive Director	N/A	Yes

Supervisor	N/A	Yes
Manager	Yes	Yes

IV. Process

- 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. Prior to bringing a request to an Assistant Superintendent or Division Chief, the hiring manager will ensure that the PCR is reviewed to confirm funding for the role. If the vacancy will be for a member of a class of employees that is represented under a pre-existing collective bargaining agreement, a Personnel Transaction Form should be completed and included with the request to the Assistant Superintendent or Division
- D. With the approval of the appropriate Assistant Superintendent or Division Chief, a written request via email shall be prepared and submitted to the Superintendent:
 - i. The Superintendent will meet with the initiator to review request.
 - ii. A recommendation/determination will be made to approve or not approve the hiring request.
- E. If approval to hire is not granted by the Superintendent, no additional action is required. The Superintendent's office will notify the initiator in writing of the "denial" and the reason(s) for non-approval within 48 hours of the decision.
- F. If the request to hire is approved by the Superintendent, 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 (e.g. placed on Applitrak as well as on any other outside job boards or posting sites).
 - 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). The screening process should begin as soon as the posting opens and be ongoing until the posting closes.
 - iv. Phone screens will be conducted by the Office of Human Resources recruitment staff for all candidates who meet the minimum requirements. Those candidates who pass the screening process will move to the first of two in-person interviews.
 - v. First Round Interview
- G. An interview committee will be established to conduct the interviews of all eligible candidates.
 - i. The interview committee will be diverse (gender and ethnicity) and will be composed of three to five district or school-based administrators including the immediate supervisor for the position.
 - ii. The top two to five candidates will be identified as finalists.

- iii. The immediate supervisor for the position will lead the interviews.
- iv. Background checks will be completed for all finalists to include State background check, Google search and conversation with references.

H. Final Round Interview

- a. A team composed of members of the Superintendent's Cabinet will interview all finalists (top two to five candidates).
 - i. Membership on the team will include the Superintendent, Assistant Superintendent and, Divisional Chiefs and other Cabinet members.
 - ii. The appropriate Assistant Superintendent or Divisional Chief will lead the interviews.
 - iii. 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.

V. Vetting Procedure

- A. Prior to any public announcements of new hires, the School Board will be provided information about the chosen candidate's qualifications for the position, their résumé, as well as a summary of the chosen candidate's background. They will also be provided with a job description.
- B. The Superintendent will make the final decision and notify the School Board.
- C. When directed, the appropriate Assistant Superintendent or Divisional Chief will notify the chosen candidate approved by the Superintendent.
- D. 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.

VI. Placement on Salary Guides

- A. All approved appointments to administrative positions covered by collective bargaining agreements will be assigned to appropriate salary guides and steps as specified by provisions of the collective bargaining agreements. Annual movement on the guides is also driven by terms of the appropriate collective bargaining agreement.
- B. In the event that the collective bargaining agreement does not include such provisions or the administrative position is "at will" and is not represented by a union or collective bargaining agreement, the following guidelines will drive determination of placement on the appropriate guide.
 - i. Salary guides will be established for all administrative positions above and including supervisor/vice-principal.
 - ii. For pre-existing employees appointed to administrative positions whose current salaries are lower than Step 1 of the guide to which they are moving, they will be placed on Step 1. If the difference between their current annual salary and Step 1 of the new scale is \$1,000.00 or less, they will be placed on Step 2.

If	Then
Current salary is less than Step One of new position	Go to Step One of new scale
Step One of new scale - Current Salary \leq \$1,000	Go to Step Two of new scale

- iii. For pre-existing employees appointed to administrative positions whose current salaries are greater than Step 1, the appointee will be placed one step above the step that best approximates their current salary (rounding up).
- iv. For individuals being appointed to administrative positions who are not current employees of the district, the Chief Human Resources Officer will review the candidates' experience and qualifications and negotiate a salary to recommend to the State District Superintendent taking into consideration the salary, experience and qualifications of district employees in similar positions.
- v. Once the administrator is assigned to a step on the guide, movement on the guide will be determined by their annual evaluations.
- vi. The State District Superintendent will make the final decision for the District and will forward his recommendation to the New Jersey Department of Education and, where applicable, to the Executive County Superintendent for review and approval.

VII. Dissemination

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