

## **CAAA: Superintendent Recruitment & Appointment**

### **Recruitment**

The Board will construct a set of desired qualifications and a job description for the new Superintendent. The Board will establish a salary range for the position and determine the method of publicly advertising the vacancy. The Board may appoint a screening committee or hire consultants to assist in the search and selection. However, the final selection will rest with the Board.

### **Qualification Screening**

The Board will make available to each applicant the job description and list of desired qualifications. Candidates shall be required to consent to a criminal history record check.

### **Selection**

Candidates shall be subject to the same adjudication standards that the Board has established for instructional staff. The Board President or designee shall be charged with adjudicating the criminal history record of superintendent candidates in accordance with the procedure established for adjudicating the criminal history records of instructional personnel. Because the contents of criminal history records are confidential, any board discussion about a candidate's criminal history record shall be held in executive session.

Upon completion of the criminal history adjudication, the Board shall schedule an interview with all final candidates for the superintendent's position. The Business Manager shall supply each board member with a copy of the superintendent's job description prior to interviews. A procedure for the interview will be established that attempts to give every candidate an equal opportunity to answer similar questions. Interviews with the final candidates will be at an open meeting with as many board members as possible in attendance.

Selection will not be based upon race, color, religion, gender, age, physical disability, marital status, national origin, or other status protected by law. However, the Board shall comply with and provide employment preference to Indians who claim preference in accordance with Section 703(i) of Title VII of the Civil Rights Act of 1964 as amended and are qualified for district employment in accordance with qualifications and job description established by the Board under this policy.

The District shall comply with Veteran's Preference Laws, when applicable but Indian Preference takes precedence over Veteran's Preference.

### **Voting Requirements for Selection**

A majority vote of a quorum of board members present at a board meeting for which due notice was given of the intent to employ the Superintendent will be required to make a job offer.

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#### **Complementary Documents**

- BCAD, Executive Session
- CAAA-E Superintendent Job Descriptions
- DBAC Recruitment, Hiring, & Background Checks for New Instructional Personnel