Recruitment and Appointment of Superintendent

The appointment of a Superintendent is the legal responsibility of the Bethany Board of Education (Board). The Board may choose to first consider certified and qualified internal candidates prior to conducting an active search to find the person it believes can most effectively translate into action the policies of the Board. Efforts may be made to increase recruitment of underrepresented groups. Applicants who can best fulfill the role will be sought from within and outside the Bethany Public School District (District).

Recruitment of Superintendent

1. **Consultant**

   When the Board starts a search for a new Superintendent, it may hire a qualified search consultant.

2. **Time Frame/Budget**

   The Board will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

3. **Desired Qualifications, Functions, and Responsibilities of Superintendent**

   The Board, in collaboration with the search consultant, if applicable, will develop a set of qualifications and prioritize the functions and responsibilities associated with the Superintendent's position.

   The Board and the consultant, if applicable, may recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures may include sending notices of Superintendent vacancies to various groups. Other recruitment sources may also include local news media, local community organizations, newspapers, newsletters, and specialized employment programs.

4. **Interviews**

   A background check of professional qualification is essential.

   There may be two (2) to three (3) interviews - one (1) preliminary interview conducted by the consultant, if applicable, and others by the entire Board. All Board members will interview all finalist candidates. All Board members will also be given an opportunity to informally meet the proposed candidate before a commitment is made for employment.

5. The Board's Negotiation sub-committee will negotiate the contract with the finalist.
6. The Board will hire the new Superintendent.
7. The Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first three (3) months with the new Superintendent).

Appointment of Superintendent

A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

The Board may employ an Acting Superintendent, properly certified or not, for a probationary specified period, not to exceed one (1) school year, with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown. During such probationary period, the Acting Superintendent shall assume all duties of the Superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the State. At the conclusion of the probationary period, the Board may request the Commissioner of Education to grant a waiver of certification, if not properly certified, for the Acting Superintendent, allowing the Board, if desired, to appoint the Acting Superintendent as the District's permanent Superintendent.

Legal References: Connecticut General Statutes § 10-157, as amended

Connecticut General Statutes § 10-222

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