

**SUPERINTENDENT RECRUITMENT AND SELECTION**

The Governing Board recognizes that it is responsible for selecting and employing the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals
2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the hiring and contract negotiation process and to ensure that verifications of the candidates' qualifications are obtained
7. How and when to involve the community in certain phases of the selection process

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8. The process for screening applications and determining how the screener(s) will be selected
  
9. Interview questions, processes, and participants
  
10. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s), if applicable, and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview candidates and select a final candidate in closed session. (Government Code 54957)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current place of employment, as appropriate.

Pursuant to Board Policy 2121 - Superintendent's Contract, the Board shall discuss and negotiate the Superintendent's contract in closed session, but shall vote to approve the contract in open session. (Government Code 53262, 54957, 54957.6)

The Board shall conduct any superintendent recruitment and selection process in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim or acting superintendent, to manage the district when there is no permanent superintendent.

The Superintendent shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

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The Board shall not employ a person as Superintendent if, within the past five years, the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee. (Government Code 1021.5)

*Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

<b>State</b>	<b>Description</b>
2 CCR 11006-11086	Discrimination in employment
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 35026	<a href="#">Employment of district superintendent by certain district</a>
Ed. Code 35028	<a href="#">Qualifications for employment</a>
Ed. Code 35029	<a href="#">Waiver of credential requirements</a>
Ed. Code 35029.1	Superintendent credentials
Ed. Code 35031	<a href="#">Term of employment</a>
Ed. Code 44420-44440	<a href="#">Revocation and suspension of credentials</a>
Gov. Code 1021.5	Public employment disqualification
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
Gov. Code 53260-53264	<a href="#">Employment contracts</a>
Gov. Code 54954	<a href="#">Time and place of regular meetings</a>
Gov. Code 54957	<a href="#">Closed session personnel matters</a>
Gov. Code 54957.1	<a href="#">Closed session; public report of action taken</a>
Gov. Code 54957.6	Open session; superintendent contract
<b>Federal</b>	<b>Description</b>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 794	<a href="#">Rehabilitation Act of 1973; Section 504</a>
34 CFR 100.6	<a href="#">Title VI; Compliance information</a>
34 CFR 106.9	<a href="#">Severability</a>
42 USC 12101-12213	<a href="#">Americans with Disabilities Act</a>
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<b>Management Resources</b>	<b>Description</b>
CSBA Publication	<a href="#">CSBA Superintendent Contract Template</a>
Website	<a href="#">CSBA California Consultants and Leadership</a>

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Website	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
Website	<a href="#"><u>Association of California School Administrators</u></a>
Website	<a href="#"><u>California Civil Rights Department</u></a>
Website	<a href="#"><u>CSBA</u></a>
Website	<a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>
Website	<a href="#"><u>U.S. Equal Employment Opportunity Commission</u></a>

**Cross References**

<b>Policy</b>	<b>Description</b>
0000	<a href="#"><u>Vision</u></a>
0100	<a href="#"><u>Philosophy</u></a>
0200	<a href="#"><u>Goals For The School District</u></a>
1000	<a href="#"><u>Concepts And Roles</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
2000	<a href="#"><u>Concepts And Roles</u></a>
2110	<a href="#"><u>Superintendent Responsibilities And Duties</u></a>
2111	<a href="#"><u>Superintendent Governance Standards</u></a>
2121	<a href="#"><u>Superintendent's Contract</u></a>
4032	<a href="#"><u>Reasonable Accommodation</u></a>
4111.2	<a href="#"><u>Legal Status Requirement</u></a>
4111.2	<a href="#"><u>Legal Status Requirement</u></a>
4112.5	<a href="#"><u>Criminal Record Check</u></a>
4112.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
4211.2	<a href="#"><u>Legal Status Requirement</u></a>
4211.2	<a href="#"><u>Legal Status Requirement</u></a>
4212.5	<a href="#"><u>Criminal Record Check</u></a>
4212.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
4311.2	<a href="#"><u>Legal Status Requirement</u></a>
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4312.5	<a href="#"><u>Criminal Record Check</u></a>
4312.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
9000	<a href="#"><u>Role Of The Board</u></a>
9011	<a href="#"><u>Disclosure Of Confidential/ Privileged Information</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9321	<a href="#"><u>Closed Session</u></a>
9321-E(1)	<a href="#"><u>Closed Session</u></a>
9321-E(2)	<a href="#"><u>Closed Session</u></a>

**Administration**

**BP 2120**

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**Policy**

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**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California