No. 4010
SECTION: PERSONNEL
TITLE: EMPLOYMENT OF ADMINISTRATORS

ADOPTED: 6/21/10
READOPTED: 1/29/14;11/15/16;8/20/19;
2/16/21’5/20/25
REVISED:

OXFORD AREA SCHOOL DISTRICT

Purpose
The Board places substantial responsibility and authority for the effective management of the schools with district administrators.

Authority
The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by the district.

Guidelines
Approval shall normally be given to the candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

Any employee’s misstatement of material fact to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of the screening process.

Delegation of Responsibility
The Superintendent or designee shall develop procedures for the recruitment, screening, and
recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.

The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:

(1) Successful educational training and experience
(2) Scholarship and intellectual prowess
(3) Appreciation of children
(4) Emotional and mental maturity and stability

The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates with varied backgrounds.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.