

RECOMMENDED

CABB - HIRING ADMINISTRATIVE STAFF

Definitions

For the purposes of this policy, administrative positions include principals. The definition does not include the Superintendent.

Advertising

When the Board declares an administrative position open, the Superintendent or designee shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Superintendent should review and, if necessary, update the position's job description. A current district employee is not eligible for Veterans' Preference if applying for a different job within the District.

All advertising for administrative positions may include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Screening

The Superintendent and hiring committee shall investigate the qualifications of applicants for administrative positions and shall comply with all legal requirements regarding criminal history background checks for individuals having unsupervised contact with students. Legal requirements will be met by requesting an individual to undergo a criminal history background check or by receiving documentation that the individual has undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board under N.D.C.C. 15.1-06-06 (1)(f). The Business Manager shall review criminal background check records. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record and] possess the necessary education, qualifications, administrative licensure (or other approval by the North Dakota Education Standards and Practices Board), and experience as determined by the Superintendent standards contained in the job description.

Competitive Personnel System

Applicants deemed to be qualified shall advance to the next stage of the screening process, which consists of completion of requirements under the competitive personnel system. This system consists of the following components: interviews and reference checks. Under this system, the {Superintendent} {hiring committee} scores applicants eligible for Veterans' Preference on a 100-point scale or based on adding appropriate percentages to an applicant's score in accordance with N.D.C.C. § 37-19.1-02. The Hiring Committee develop a rubric for scoring administrative applicants under the competitive personnel system and for defining the threshold for establishing a score. Veterans who are afforded preference points or percentages to their

score must receive a compiled score high enough to advance to the next round in the hiring process, which may include further screening, phone interviews, in-person interviews, or other components.

Hiring Authority

Hiring Committee bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAC, Recruiting and Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of Hope-Page Policy CABB Adopted:

10/14/2026