

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF - PROCEDURES

These procedures are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions in MSAD #56. They implement board policy GCFB and are intended to be consistent with policy GCF, Professional Staff Hiring - 10/85.

A. Job Description Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the superintendent/designee is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the positions;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

A part of this process may be the completion of a job inventory instrument by staff. It is designed to help focus the selection process on the specific needs and current role of the position.

B. Recruitment

To attract a strong pool of qualified candidates, the superintendent/designee is to:

1. Advertise to attract a wide pool of candidates; and
2. Identify and notify other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at college and universities in Maine and other states, and the Maine Department of Education.

C. Screening

To ensure that a fair and efficient screening process will occur, the superintendent is to:

1. Ensure that all applications are reviewed by more than one individual with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy, but typically including approximately eight (8) persons representing teachers, board members, community members/parents, with the superintendent as chair;
3. Provide orientation on confidentiality, conflict of interest, and equity issues to screeners;
4. Eliminate all applicants who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and have demonstrated the skills, knowledge and abilities outlined in the job description; and
7. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the superintendent is to:

1. Appoint an interview panel (the persons may have also served in the screening function) with representation as deemed appropriate to the particular vacancy -- usually one teacher, one parent, one board member or members and the superintendent (interviewing for the position of superintendent will be by the whole board);
2. Provide orientation on the process, including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality, conflict of interest, and equity issues.

The interview panel is to:

1. Determine its own method and procedure for rating and interviewing, including interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

E. Selection

The interview panel is to:

1. Individually assess the candidates according to their answers to the job description-related questions;
2. Prepare a report and file, including the individual rating forms as well as a list (usually 2 to 4) of candidates recommended to be considered further for the position.

The superintendent is to:

1. Have references contacted and/or visits made, as appropriate, to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct personal interviews of any or all finalists, as deemed necessary;
4. Arrange interviews of the finalist candidates with the Board of Directors;
5. Facilitate the reaching of a decision with which the superintendent and board can concur as to the most qualified candidate who best fits the criteria and the duties/responsibilities in the job description;
(Or, reject all finalists, re-open the position and begin the process anew);
5. Make further reference checks and/or site visits, as appropriate.

F. Nomination/Employment

The superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending formal board approval;
2. Inform the interview panel;
3. Proceed to nominate and employ the successful candidate in accordance with the state law and local policies.

G. Notification

The superintendent/designee may:

1. Notify the nominee of the board approval and employ the administrator;
2. Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job expectations, the superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the district.

I. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the superintendent is to provide for the maintenance and security of all applications and documentation of the hiring, screening and interview process for a period of three (3) years.

J. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board of Directors, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101). The board is to assume responsibility through the superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

Adopted: March 16, 1993

Revised: January 8, 2002
September 12, 2006