

## **PROCEDURE FOR THE RECRUITMENT AND SELECTION OF ADMINISTRATORS**

In order to assure that the most effective and beneficial leadership is provided the district to carry out its mission, the Board requires full review and confirmation of all hiring and appointments.

In compliance with the District's professional staff hiring policy (GCD), the Board assigns the process of recruiting and recommending administrative and principal appointments to the Superintendent. He/she may make direct appointments, upon Board approval, of qualified candidates to any vacancy when such action will best serve District needs. Under all other circumstances the following administrative appointment and hiring procedure will be followed:

1. A selection committee will be appointed by the Superintendent or his/her designee. This committee will include, but not be limited to a Board member from the area in which the vacancy exists, the PTA president from the school, or a parent he or she designates, a teacher from the school where the vacancy exists, the appropriate District director and one other District staff member. The Director of Human Resources will serve as non-voting chairperson of the committee.
2. The vacancy will be advertised throughout the state in a manner which describes the job, lists the salary range, work year, and other appropriate details.
3. Persons interested in being employed are required to complete a Nebo School District application form and to submit references and other appropriate materials.
4. The committee is to screen the applications, thus narrowing the field to a number of semi-finalists who may be conveniently interviewed.
5. The committee will then interview the semi-finalists.
6. The committee will then determine which of the candidates shall be designated as finalists. If the committee decides there are no applicants who are adequately qualified to be declared finalists, the position will be advertised again and the process repeated.
7. The chairperson will inform the Superintendent, in a brief written report, of the committee's conclusions.

8. The Superintendent may choose to interview any of the finalists recommended by the committee.
9. The Superintendent may make any legal inquiry necessary to help arrive at the final choice/choices.
10. The Superintendent will nominate a candidate or candidates for the position to the Board of Education for a Board interview or for final consideration. The Board will make the final appointment.
11. Administrators who have retired from the Utah Retirement System will be given a maximum of five (5) years of experience on the salary schedule unless in the discretion of the Nebo School District Board of Education an exception is granted for special circumstances, including, but not limited to, critical needs, expertise and licensure.

Approved: 1-24-01