

Banks School District 13

Code: **CCC-AR**
Adopted: 9/9/96
Revised/Readopted: 7/10/00
Orig. Code(s): CFA-AR

Hiring of Administrators

It shall be the responsibility of the superintendent to establish and coordinate the hiring procedure when administrative vacancies occur.

The procedure will be as follows:

1. Superintendent will arrange schedule for the hiring process, announce search process and advertise position;
2. Qualified district employees will be guaranteed consideration through level one of the screening process;
3. Opportunity will be provided for staff and community input regarding desired skills, characteristics and qualities of new administrator;
4. Screening/Interview committee will be appointed to include representation from staff, community, administration and Board;
5. Level one screening down to 10-15 candidates will be conducted by superintendent;
6. Level two screening down to 5-8 candidates will be conducted by screening/interview committee;
7. Screening/Interview committee will interview 5-8 semi-finalists;
8. Screening/Interview committee will submit 2-3 finalists to superintendent. The superintendent has the prerogative to include any of the applicants in the next step;
9. Superintendent will conduct interviews with finalists and complete additional reference checks;
10. Superintendent recommends candidate for Board approval;
11. Appointment made at a regular Board meeting.

All practices will follow Board policies and Oregon law as they relate to affirmative action and equal employment opportunity.