

## SUPERINTENDENT RECRUITMENT AND APPOINTMENT

### Recruitment

The Board will construct a set of desired qualifications and a job description for the new Superintendent. The Board will establish a salary range for the position and determine the method of advertising the vacancy. The Board will actively seek qualified applicants for the position. The Board may appoint a screening committee and/or hire consultants to assist in the search and selection. However, the final selection will rest with the Board.

### Advertising

When advertising externally for a superintendent vacancy, the advertisement should include a statement that external 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, minimum qualification requirements, and instructions on where to access the position's job description, and other application material

~~All advertising for a superintendent vacancy shall include a statement that applicants are not eligible for Veterans Preference and that the District is an Equal Opportunity Employer. The advertisement should include a closing date.~~

### Qualification Screening

The Board will make available to each applicant the job description and list of qualifications. Candidates shall be required to consent to a criminal history record check and shall be subject to the same adjudication standards that the Board has established for instructional staff. The Board President or designee shall be charged with adjudicating the criminal history record of superintendent candidates in accordance with the procedure established for adjudicating the criminal history records of instructional personnel. Because the contents of criminal history records are confidential, any board discussion about a candidate's criminal history record shall be held in executive session.

The Board shall narrow the pool of candidates based on adjudication of the criminal history record and upon assessment of each candidate's qualifications. ~~The Board shall schedule an interview with final candidates for the superintendent's position. A procedure for the interview will be established that attempts to give every candidate an equal opportunity to answer similar questions.~~

~~All qualified applicants shall be screened through the competitive personnel system described below.~~

### Competitive Personnel System

The Board uses a competitive personnel system to screen all qualified superintendent applicants. ~~This system consists of the following components: [phone interviews,] [an aptitude exam,] [face-to-face interviews,] [list other components].~~ Under this system, the Board scores applicants eligible for Veterans' Preference **[on a 100-point scale]** in accordance with NDCC 37-19.1-02. ~~[The competitive personnel system is tiered, and applicants must receive a passing score at each stage of the screening process to advance~~

~~to the next stage.]~~ The Board or designee shall develop a rubric for scoring superintendent applicants under the competitive personnel system and for defining the threshold for a passing score.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by checking sources such as, but not limited to, references, and employment history, ~~and background check databases].~~

The Board shall select for hire the ~~most-qualified~~ best suited superintendent applicant remaining after all screening steps are complete.

~~Interviews with the final candidates will be at an open meeting with as many board members as possible in attendance.~~

### **Interviews at Open Meetings**

Interviews with any superintendent candidates will be at an open meeting with the Board or its designated screening committee in attendance.

Selection will be based upon professional qualifications not upon protected statuses defined in the district's Nondiscrimination and Anti-harassment Policy (AAC).

A majority vote of the board members present at a board meeting for which due notice was given of the intent to employ<sup>ee</sup> the Superintendent will be required for the employment of a Superintendent.

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#### Complementary Documents

- AAC, Nondiscrimination & Anti-harassment Policy
- **BCAD, Executive Session**
- CAAA-E, Superintendent Job Descriptions
- DBAA-AR, Background Check Screening Procedure
- DBAC, Recruitment, Hiring, & Background Checks for New Instructional Personnel

**End of Dickinson School District #1 Policy CAAA ..... Amended: 07/11/16**