

**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 may actively seek qualified applicants from within and outside of the system. The Board may appoint a screening committee or hire consultants to assist in the search and selection. However, the final selection will rest with the Board.

**Advertising**

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.

**Screening and Selection**

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.

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

Selection will be based upon professional qualifications not upon race, color, religion, gender, age, physical disability, marital status, national origin, or other class protected by law.

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

**Complementary Documents**

- BCAD, Executive Session
- CAAA-E, Superintendent Job Descriptions
- DBAA-AR, Background Check Screening Procedure
- DBAC, Recruitment, Hiring, and Background Checks for New Instructional Personnel

**End of Tioga PSD #15 Policy CAAA.....Adopted: July 2018**