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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** DON LEWIS LYNN, JR.  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** HRPD REVISION – ADMINISTRATIVE APPOINTMENTS

**DATE:** 03/05/2014

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The attached page from our Human Resource Procedures Manual includes a proposed revision regarding the administrative interview process.

If you have any questions concerning this revision, please call me at 983-5030.

### **B3.1 Administrative - Appointments and Reappointments**

All administrative personnel shall be appointed as prescribed by law.

- a. As an element of an administrative leadership development program, an objective selection system is vital. To implement a selection system, the following procedures shall be used in filling all administrative and supervisory positions in the school system.
  - 1) A written job description shall be developed for each position with established minimum qualifications in accordance with state laws and rules. An analysis of each position shall be completed to identify the competencies critical to successful performance.
  - 2) The position with minimum qualifications shall, upon recommendation of the superintendent, be established by the Board.
  - 3) To develop an administrative pool of qualified applicants, principal and assistant principal positions are advertised one time during each fiscal year for a period of ten working days. District level positions are advertised for a minimum of ten working days as the Superintendent and the School Board determine that vacancies exist.
  - 4) Appointments may be made from lateral transfer requests from current administrators before vacant positions are advertised or before interviewing administrative pool applicants.
  - 5) Announcement of an administrative vacancy includes position title, location of position (if available), minimum eligibility qualifications, timeline for application, and any additional information deemed appropriate.
  - 6) Candidates seeking employment for any advertised position shall submit an administrative application form and include a resume with a letter of intent within the stated timeline. In compliance with law, no person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. Job descriptions are posted on our website.
  - 7) All applicants for a given position will be screened through the Human Resource Office. Only those candidates meeting the minimum qualifications established by the position shall be considered further in the selection process. Candidates who do not meet the minimum qualifications shall be notified of the status of their application within ten (10) working days of the close of the advertisement. In the event no candidate meets the minimum qualifications, the position shall be re-advertised.
  - 8) Depending upon the number of qualified applicants to be considered, a second screening may be conducted utilizing a predetermined rating scale related to the specific position. The scale shall be made available to the candidate upon request. All qualified candidates would be evaluated at this step by the personnel administrator and two other administrators with specific knowledge of the position.

Candidates eliminated at this level of screening would be notified in writing within ten (10) days of the decision.

- 9) All candidates successfully completing the screening process for the administrative pool shall be interviewed by at least two (2) interviewers trained and certified in the process. A consensus rating shall be agreed upon by the interviewers. Additional data in the form of behavior sampling related to the position may be required of the finalists for a position.
- 10) For principal/assistant principal positions the screening process includes a written examination, a standardized assessment of principal strengths, as well as a behavioral interview. Screening data is maintained; and, as openings occur throughout the year, selection is made from those who meet the criteria. Applicants must reapply each year.
- 11) The data from the interview, behavior sampling application, resume, and reference check shall be collected and integrated by the interviewers in order to recommend ~~three to five~~ finalists to the Superintendent. A reference check shall be conducted on each of the finalists for the position. The number of finalists to be recommended to the Superintendent will be determined by the Superintendent for each vacant administrative position.
- 12) The Superintendent of Schools ~~shall~~ may interview each of the finalists for the position prior to a recommendation to the School Board.
- 13) The Superintendent shall recommend for the School Board's approval the appointment of all administrative personnel.
- 14) Career counseling, consisting of feedback and recommendations for professional development, will be provided to any candidate upon written request once the final selection has been made.