

Edmore School District Policies

Supplementary

Descriptor Code: CABB

HIRING ADMINISTRATIVE STAFF

Definitions

For the purposes of this policy, administrative positions include principals. The definition does not include the Superintendent.

Advertising

When the Board declares an administrative position open, the Superintendent shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Superintendent should review and, if necessary, update the position's job description. A current district employee is not eligible for Veterans Preference if applying for a different job within the District.

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

Screening

A hiring committee shall investigate the qualifications of applicants for administrative positions. As part of this investigation, applicants shall be required to submit to a criminal history record check. The Superintendent or designee shall adjudicate criminal history records in accordance with adjudication criteria the Board has established for instructional staff. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record (as defined in policy DBAC) and possess the necessary education and experience qualifications as determined by the **hiring committee** using qualifications and screening standards developed in accordance with applicable law, including but not limited to Veteran's Preference for principals.

Hiring Authority

A hiring committee shall bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

Complementary Documents

- DBAC, Recruitment, Hiring, & Background Checks for New Instructional Personnel
- DBAA-AR, Background Check Screening Procedure

End of Edmore Policy CABB.....Adopted: 3/7/2013