



**Board Policy**

## **Administrative Vacancies**

**Personnel  
Policy 4020**

### **Policy Statement**

Administrative vacancies, unless filled by an administrative re-assignment, shall be posted and filled as follows:

- The Superintendent shall identify the vacancy
- A funding source for the position shall be verified
- The position shall be advertised on the District website; through postings in school buildings; and, at the discretion of the administration, through advertisement in newspapers and/or professional publications
- An interview committee shall be appointed
  - For a school-level vacancy and any District-level vacancy covered by the teacher contract the committee shall consist of
    - Two school administrators
    - Three teachers
    - Three parents
    - Two District staff members
    - The Manager of Human Resources or a designee
  - For a District-level vacancy, the committee shall consist of
    - Two school administrators
    - One District staff member
    - The Manager of Human Resources or a designee
- The interview committee shall meet to develop interview questions, review candidate qualifications, and select candidates for interview.
- The interview committee shall interview candidates and shall, if possible, select at least two but no more than three candidates for recommendation to the Superintendent.
- If the committee is unable to recommend any candidates, the Superintendent shall determine if the position will be re-posted.
- The Superintendent with two District-level administrators shall conduct a second interview with the recommended candidates.
- The Superintendent shall make a recommendation to the Board for appointment.

<b>Responsibility</b>	The Superintendent shall be responsible for compliance.	
<b>References</b>		
<b>Adoption Date</b>	7/10/2013	
<b>Revision/ Reapproval Date</b>		