



Board Policy

Administrative Vacancies

**Personnel
Policy 4020**

Policy Statement

Administrative vacancies, unless filled by an administrative reassignment, 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 Director of Human Resources or a designee
 - For a District-level vacancy, the committee shall consist of
 - Two school administrators
 - One District staff member
 - The Director 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.

	<ul style="list-style-type: none"> • 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. 	
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Responsibility	The Superintendent shall be responsible for compliance.	
References		
Adoption Date	7/10/2013	
Revision/ Review Date	Review: Review: 02/08/2023	