

**RECRUITING AND HIRING OF ADMINISTRATIVE STAFF
ADMINISTRATIVE PROCEDURE**

These procedures implement School Board policy GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee (the Board in a Superintendent search) is to consider:

1. Conducting a review of the job description;
2. Including the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. Listing the minimum qualifications (training, education and experience) for the position.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee is to consider:

1. Posting notice of the vacancy within the unit
2. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities.

C. Screening

To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:

1. Ensure that all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualifications for the job.
2. Eliminate all candidates who do not meet the minimum qualifications;
3. Conduct preliminary reference checks, as appropriate.

D. Interviewing

Ensure that the interview process will be conducted in a legal and proper manner.

1. Provide orientation on the process including the function and extent of responsibility of a panel.
2. Design interview questions which match the criteria and the duties/responsibilities required.
3. Provide equal opportunity for the candidates to respond.

E. Selection

The Superintendent/designee will:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;
4. Have any further reference checks made, as appropriate.

To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring process for a period of one (1) year.

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

F. Hiring of Current Employees

M.S.A.D. #49 may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill an administrative position only if the Superintendent, or the Board in a Superintendent search, determines that:

1. The currently employed candidate is well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Approved: March 6, 2014