

**ADMINISTRATIVE STAFF HIRING**

I. Hiring Process

Candidates for any administrative staff position will submit a complete formal application with the superintendent of schools. The selection committee as approved by the school board, will review all applications. The selection committee will interview the candidate(s) they believe are the most qualified for the position.

The selection committee will make a recommendation of one or more candidates to be considered by the superintendent of schools. The superintendent will continue the vetting including reference and criminal background check process and arrange for finalist day(s) for parents and the school community to give input into the candidate's qualifications. The superintendent will make a recommendation and nominate a candidate to the school board for election purposes.

II. Appointment

Administrative staff shall be elected by the school board following the superintendent's recommendation for nomination. Should the school board fail to accept the nomination of the superintendent, the superintendent will be directed to present another name in nomination.

The school board may not offer employment to any person who has been convicted of any felony in any state, territory, or possession of the United States, or foreign country.

*Reference: Policy GBCB: Background Investigation and Criminal Records Check for Prospective Employees*

Adopted 2001

Revised 2016

