

ADMINISTRATIVE SELECTION

DATES (Adopted/Revised)	GUIDE WORDS
February, 1975 July, 1977 July, 1982 August, 1988 August, 1994 August, 2004 Revised September, 2004	Administrative Selection Hiring Personnel Selection

SELECTION

In the selection of the Superintendent of Schools, the Board of Trustees may appoint an ad hoc committee consisting of patrons and staff of School District No. 25. This committee would function for the purpose of screening and recommending applicants to the Board of Trustees for an interview. All applications will, however, be made available for Board review and the Board may choose to interview more applicants than those recommended by the screening committee.

The Director of Human Resources will be responsible, as directed by the Superintendent, to manage the selection process and screen all applications for administrative positions in School District No. 25. below the level of Superintendent of Schools. The best qualified candidates will be recommended to the Superintendent of Schools or the designee for a personal interview for the position. Such interviews will be conducted by the Superintendent of Schools or designee unless the Board directs otherwise. The Superintendent will recommend candidates for principalships to the Board for interviews.

The Director of Human Resources may appoint a committee to assist in the screening process. All applications will be made will be available for review by the Superintendent or designee. The Superintendent of Schools or designee or Board may choose to interview more applicants than those recommended by the Director of Personnel. The name of the selected candidate will be presented to the Board of Trustees for approval.