

HIRING ADMINISTRATIVE STAFF

Definitions

For the purposes of this policy, administrative positions include principals. The definition does not include the Superintendent.

Advertising

When the Board declares an administrative position open, the Superintendent shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Superintendent should review and, if necessary, update the position's job description and, if necessary, modify the competitive personnel system. A current district employee is not eligible for Veterans' Preference if applying for a different job within the District.

All advertising for administrative positions may include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Screening

A hiring committee shall investigate the qualifications of applicants for administrative positions. As part of this qualification investigation, applicants shall be required to submit to a criminal history record check. The Superintendent or designee shall adjudicate criminal history records. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record and possess the necessary education, qualifications, and experience as determined by the hiring committee using standards contained in the job description.

Competitive Personnel System

Applicants deemed to be qualified shall advance to the next stage of the screening process, which consists of completion of requirements under the competitive personnel system. This system may consist of the following components: phone interviews, face-to-face interviews, and other components the committee deems appropriate. Under this system, the hiring committee scores applicants eligible for Veterans' Preference in accordance with NDCC 37-19.1-02. The hiring committee shall develop a rubric for scoring administrative applicants under the competitive personnel system and for defining the threshold for a passing score.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting follow-up interviews and/or checking sources such as, but not limited to, references, employment history, and background check databases.

Hiring Authority

A hiring committee shall bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAC, Recruiting & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of Manvel School District #125 Policy CABB..... Adopted: 12/09/19