

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF
PROCEDURES (SUPERINTENDENT EXCLUDED)

GCCA-R

These procedures implement board policy GCCA, 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 is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List 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 advertise (except in: circumstances described in K below) such as in:

1. Posting notice of the vacancy within M.S.A.D. #30;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
3. If successful candidates are not found, this procedure shall be followed: Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

C. Screening

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

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1. Ensure that all applications are initially reviewed (by more than one administrator) with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Notify the Personnel Sub-Committee with representation as deemed appropriate to the particular vacancy as to the time and place;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates' who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and
7. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the superintendent/designee is to:

1. Notify the Personnel Sub-Committee (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy as to time and place;
2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

E. Selection

The Personnel Sub-Committee is to:

1. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and

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2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

The Personnel Sub-Committee is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit a report to the superintendent, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered further for the position.

The superintendent/designee is to:

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. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the Personal Sub-Committee (or, reject all finalists, re-open the position and begin the process anew); and
5. Have any further reference checks made, as appropriate.

F. Nomination/Employment

The superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending board approval;
2. Inform the Personnel Sub-Committee; and
3. Nominate and employ the successful candidate in accordance with state law and local policies.

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G. Notification

The superintendent/designee may:

1. Notify the nominee of the board approval and employ the administrator; and
2. Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job description, the superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of M.SAD. #30.

I. Record Keeping

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, screening and interviewing process for a period of three (3) years.

J. Confidentiality

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 Maine state law (Title 20A-61 01). The board is to assume responsibility through the superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

K. Hiring of Current Employees

M.S.A.D. #30 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 M.S.A.D. #30 to fill an administrative position only if the superintendent, after consultation with the board, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well quantified 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.

M.S.A.D. #30

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Based largely on "Model Administrative Hiring Procedure," published by the Commissioner of Education in the Final Report of the Equity Committee, April 22, 1991.

ADOPTED BY THE M.S.A.D. #30 BOARD OF DIRECTORS ON 3/22/94.