

ADMINISTRATIVE STAFF HIRING PROTOCOL

	TASK	RESPONSIBLE	
1	Identify Position Responsibilities, Assignments, Review Job Description	Superintendent	
2	Submit "Request to Post" Form	Superintendent	
3	Advertise Position	Supt. Secretary	
4	Initiate Staff Hiring Protocol Form	Supt. Secretary	
5	Review / Screen Application Materials	Superintendent	
6	Schedule Interviews	Supt. Secretary	
7	Conduct Interviews (Lead Principals, Asst. Supt of C&I, Director of Instructional Technology, Director of Comm. Ed.) Minimum of: 3 Admin and 3 Teachers.	Superintendent	
	Conduct Interviews (Business Manager) Minimum of: Supt, Asst. Supt of C&I, other committee members determined by the superintendent.	Superintendent	
	Conduct Interviews (Other administrative positions) Committee determined by the superintendent.	Superintendent	
8	Building Tour and Hospitality	Supt. Secretary	
8	Selection of Candidate	Superintendent	
10	Contact 3 References	Superintendent or Designee	
11	Submit "Hiring Recommendation" Form	Superintendent or Designee	
12	Send all Interview Notes to Supt. Secretary	Superintendent	
13	Recommendation to School Board	Superintendent	
14	Criminal Background Check	Supt. Secretary	
15	Prepare Contract	Supt. Secretary	
16	Schedule Meeting With Payroll	Supt. Secretary	
17	Notify Director of C & I of the New Hire	Supt. Secretary	
18	Notify Director of Technology of the New Hire	Supt. Secretary	
19	Conduct Building Orientation	Superintendent or Designee	
20	Thank You Letters to Candidates not Selected	Supt. Secretary	