

## Policy 3300

### Administrative: Personnel Selection

#### A. General Requirements

1. All administrators of the District will be appointed by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.
2. Appropriate, objective screening and selection procedures shall be used to ensure that candidate's rights are protected, and the best available candidate is recommended.
3. ~~Written criteria~~ Job description and application requirements shall be developed and advertised which are related to the position requirements. The selection process shall be ~~uniform in application to~~ consistent for all applicants. ~~All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to beginning the process of selection.~~
  - a. Each potential candidate for employment must complete the appropriate application process for the specific position.
  - b. Applicants will be screened by the Superintendent, or designee. The most qualified persons will be selected to interview for the position.
  - c. The most qualified individual, based on their application, qualification, experience, interview, and references, shall be selected.
4. All personnel selected must be appropriately certificated in CACTUS or in a qualifying university program ~~have the necessary provisional certification from the Utah State Board of Education~~ before they can receive any salary from the District.

#### B. Transfers

1. Superintendent Initiated Transfers
  - a. Administrators in Box Elder School District may be transferred as determined appropriate by the Superintendent or designee. At the discretion of the

Superintendent ~~or designee~~, transfers will be made prior to selecting administrators for vacancies.

- b. ~~Superintendent initiated t~~Transfers may be to other administrative positions on the District's administrative salary schedule. ~~If an administrator is transferred to a position with a lower base salary, their current base salary will be frozen, with Cost of Living Adjustments (COLA) applied, until the lower base salary aligns with the appropriate step and lane. Transfers will not reduce an administrator's annual salary, exclusive of equity adjustments and additional stipends, unless the conditions of the Policy 3044 Orderly School Termination for Employees are met.~~

- 1) Activity Supervision Stipends from the previous assignment are excluded from this process and will not transfer.

## 2. Administrator Initiated Transfers

- a. Administrators desiring a transfer to a different assignment for the next school year need to notify the ~~Superintendent~~ Executive Director of Human Resources on or before ~~March~~ January 15. When vacancies occur other than at the end of a school year, administrators desiring a transfer to such vacancies must notify the Superintendent within 10 days of notification of such vacancies.
  - b. ~~Administrator Initiated Transfers will correspond to the land and step on the salary schedule for the position to which they apply and are appointed.~~
3. Wherever possible, transfers to assignments will be avoided which result in the administrator:
- a. being in a school where a close relative or companion is also employed [Policy 1037 Employment/Assignment of Relatives \(Nepotism\)](#)
  - ~~b. being in a school where the administrator holds a meaningful civic or ecclesiastical position of leadership in the surrounding community (attendance area)~~
  - c. being in a school less than three years.
4. The Superintendent shall submit a list of proposed transfers to the Board prior to announcing said transfers.

- ~~5. The Board shall consider the personal characteristics, qualifications, and competencies of the administrators to be transferred in a legally called executive session.~~
6. The Board shall approve a list of administrative transfers in an open meeting ~~of the Board following the executive session deliberations.~~

#### C. New Hires

1. All positions not filled through the transfer process as outlined above will be filled as a new hire. Current Box Elder School District ~~employees and out of District candidates administrators~~ are welcome to apply for and participate in the new hire process for open administrative positions.
2. District Office Administrative Personnel
  - ~~a. Administrative positions within the District Office are considered the Superintendent's staff. As such, the manner of screening, selecting, and recommending District Office administrative personnel to the Board are the sole responsibility and prerogative of the Superintendent.~~
  - ~~b. An interview committee, under the direction of, and selected by, the Superintendent or designee, will be formed.~~
  - ~~c. The Superintendent or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.~~
  - ~~d. The Superintendent or designee, will be responsible for setting up interviews and notifying applicants.~~
3. Elementary/Secondary Principals, Assistant Principals, AP/Activity Directors, and Interns
  - ~~a. An interview committee, under the direction of and selected by the Assistant Superintendent of Elementary/Secondary Schools or designee, will be formed.~~
  - ~~b. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.~~
  - ~~c. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will be responsible for setting up interviews, notifying applicants.~~

- d. Following the interview process, the Assistant Superintendent of Elementary/Secondary Schools will meet with the Superintendent (if he or she was not a member of the committee) and make recommendations for hire. Should a person nominated by the Assistant Superintendent of Elementary/Secondary schools be rejected by the Superintendent, it shall be the Assistant Superintendent's duty to make another nomination.
- ~~4. All candidates for administrative positions in Box Elder School District must have a current Administrative/ Supervisory (K-12) License.~~
- ~~5. An interview committee, under the direction of and selected by the Superintendent or his or her designee, will be formed. The committee shall include representatives from ESP employees, teachers, and parents of the school for which the opening exists. The committee shall screen all candidates and interview the top potential candidates. All current Box Elder School District employees who meet the minimum requirements will be given an opportunity to interview for new hire positions. The interview committee will function under the direction of the Superintendent or designee and the District will be responsible for setting up interviews, notifying applicants, etc.~~
- ~~6. Following the interview process, the interview committee will meet with the Superintendent (if he or she was not a member of the committee) and make recommendations.~~
- ~~7. The Superintendent may conduct additional interviews, do additional background checks, etc., prior to making a recommendation to the Board for final selection.~~
- ~~8. The Board in a legally called executive session, and in the presence of the Superintendent, shall discuss the personal characteristics, competencies, and physical and mental abilities of the Superintendent's recommendations. Following the executive session, the Board shall confirm, in open board meeting, the appointment of the candidate recommended by the Superintendent.~~
- ~~9. Administrative positions within the District Office are considered the Superintendent's staff. As such, the manner of screening, selecting, and recommending District Office administrative personnel to the Board are the sole responsibility and prerogative of the Superintendent.~~