

Administration**Recruitment and Appointment of Superintendent**

The appointment of a Superintendent is the legal responsibility of the Bristol Board of Education. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. Efforts will be made to increase recruitment of underrepresented groups, including but not limited to women, minorities and people with disabilities, through the use of nontraditional sources. Applicants who can best fulfill the role will be sought from within the school system and from without.

Recruitment of Superintendent**1. Consultant**

When the Bristol Board of Education starts a search for a new Superintendent, it first will decide whether to hire a qualified search consultant. The selection of a consultant will be through a process consistent with the Board's affirmative action policies.

2. Search Committee

The Board with the help of the consultant (if hired) will establish a search committee comprised of approximately eight individuals, four school Board members and three representatives, one from the community, one teacher, and one administrator.

The Chairperson of the Board will appoint the Chairperson of the search committee who will be a member of the Board of Education.

The search committee will seek the advice and counsel of a broad variety of groups within the district, representative of the demographics of the community.

The search committee, responding to input from the community will proceed with recruitment, screen applicants, and interview six to eight semi-finalists. It will then recommend a small number of candidates to the Board for final selection. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The search committee and the Board of Education will receive training related to the issues surrounding an equitable hiring process and recruitment issues. This training is designed to ensure a consistent interview process, reduce bias, and stereotyping.

The search committee will make its recommendations to the Board based upon the board's predetermined criteria, demonstrated skills which are equated with the responsibilities of the position, and commitment to a multicultural school system.

The search committee will:

- A. Receive all applications and seek supplemental information on candidates as needed.
- B. The Board will look for input from organizations in its district or region.
- C. Interview and pre-screen the most promising candidates.
- D. Present to the Board the names and qualifications of approximately three of the most promising candidates.

3. Time Frame/Budget

The Board of Education will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

4. Desired Qualifications, Functions and Responsibilities of Superintendent

The Board will develop a set of qualifications and prioritize the functions and responsibilities it wishes the Superintendent to discharge. If a consultant is to assist the Board, the consultant will work in conjunction with the Board to develop a set of qualifications and responsibilities associated with the superintendent's position.

The Board of Education and the consultant (if hired) will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices; womens' centers or minority affairs offices; Superintendent organizations; journals; associations; and other publications and associations which reach underrepresented groups. Other recruitment sources also include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs. A network of people who have access to contact with underrepresented groups of candidates will be established and maintained.

5. Interviews

A background check of professional qualification is essential.

Members of the search committee will select a coordinator to welcome the Superintendent candidates.

There may be at least two interviews -- one preliminary interview conducted by the search committee and one by the entire board. All Board of Education members will interview all finalist candidates. All Board members will also be given an opportunity to informally meet the proposed candidate before a commitment is made for his or her employment.

6. A subcommittee of the Board will negotiate the contract with the finalist.

7. The Board will hire the new Superintendent.

8. The Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first 3 months with the new Superintendent).

Appointment of Superintendent

The appointment of the Superintendent of Schools shall be in conformity with state statutes. According to provisions of these laws, the Superintendent must be properly certificated by the state, must be elected by a majority vote of all members of the Board by roll call vote, present at a Board meeting for which due notice has been given of the intended action, and shall be contracted for periods of not more than three years per term of office.

Renewal of the Superintendent's contract shall be governed by the contract in force between the Board of Education and the Superintendent

Legal Reference: Connecticut General Statutes

[10-145](#) Certificate necessary to employment. Forfeiture for non-compliance.

[10-157](#) Superintendents: Relationship to local or regional board of education; verification of certification status; written contract of employment; evaluation of superintendent by board of education.

Policy Adopted: August 25, 1993

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The appointment of a Superintendent of Schools is a Board of Education responsibility. The Board of Education may seek the advice and counsel of interested individuals or of an advisory committee, and it may choose consultants to assist in the selection. However, final selection shall rest with the Board of Education after thorough consideration of qualified applicants.

Candidates must hold Connecticut certification as a superintendent (093). A background check of professional qualification is essential. This must include contacting references both orally and in writing. The Board will seek to find the person it believes can most effectively translate into action: the policies of the Board, the aspirations of the community, and the fostering of a diverse professional staff.

The Board of Education will, by majority vote, elect and fix the term of office (not to exceed three (3) years) and the salary of the Superintendent of Schools who shall serve as executive officer of the Board of Education and who shall have authority and responsibility for the supervision of the school system.

The Board of Education must submit the name and address of the candidate who accepts the election as a new Superintendent of Schools to the Commissioner of Education within seven (7) days of the decision. The Commissioner of Education shall inform the Board of Education, in writing, of the certification status of the candidate, within fourteen (14) days after receiving the name of the candidate from the Board of Education.

Contract

At the time of employment or reemployment, the Board of Education shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent of Schools.

Duties and Responsibilities

The Superintendent of Schools shall be the chief executive officer of the Board of Education and the administrative head of all Bristol schools. As such, he/she shall comply with all statutes and regulations as prescribed by law, will delegate authority for the operation of various segments of the school system, and shall be responsible to the Board of Education for the results produced. Specific responsibilities shall include but not be limited to:

1. administer the development and maintenance of a positive educational program designed to meet the needs of Bristol students and to carry out the policies of the Board of Education;

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2. recommend the number and types of positions required to provide proper personnel for the operation of such a program;
3. recommend policies on organization, finance, instruction, school facilities, and other functions of the school program;
4. nominate candidates for administrative and teaching appointment, subject to final approval of the Board of Education;
5. evaluate all administrators on an annual basis;
6. confer periodically with professional and lay groups concerning the school program and transmit to the Board of Education suggestions gained from such conferences;
7. supervise the preparation and presentation of the annual budget to the Board of Education for its approval;
8. keep the Board of Education continually informed on the progress and condition of the schools;
9. attend and participate in all meetings of the Board of Education unless directed otherwise;
10. conduct a continuous study of the Bristol School system's curricula; and
11. collaborate and communicate with the Mayor and other City officials as to the needs of the school system.

Superintendent of Schools Evaluation

Annually, the Board of Education will evaluate the Superintendent of Schools in accordance with guidelines and criteria mutually determined and agreed upon by both the Board of Education and the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

[10-145](#) Certificate necessary to employment. Forfeiture for non-compliance.

[10-157](#) Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education, (as amended by P.A. [12-1 16](#), An Act Concerning Educational Reform)

[10-222](#) Reports to state board of education.

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