

Administration

Hiring School Administrators

The Superintendent, as the chief executive officer of the Board of Education, shall be responsible for the professional leadership and skills necessary to translate the Board's will into administrative action. In fulfilling the Superintendent's responsibilities for all aspects of school operations, the Board recognizes the Superintendent's critical responsibility in leading a highly functional administrative team.

To effectuate its oversight responsibilities, only the Board may appoint and discharge administrators. For purposes of this policy, "administrator" shall include positions requiring endorsement codes 085, 092, or 093.

The Superintendent shall provide the Board with an organizational chart annually delineating staff position, lines of authority, and areas of responsibility, based on job descriptions and required credentials or certifications and will inform the Board of any changes to the organizational chart in a timely manner.

For administrator positions, the Superintendent or their designee will appoint the Selection Committee, which shall include the Chair and Vice Chair of the Board, or designee. Participation by Board members on the Selection Committee shall not impede or delay the hiring process; all steps must proceed in a timely manner. Members of the school community, along with representatives from employee organizations such as BFT, BAPS, AFSCME 2267, and AFSCME 3351, will participate on the Selection Committee as determined by the Superintendent. The committee shall recommend three candidates, when practicable, to the Superintendent for further consideration. The hiring selection committee will be conducted in accordance with the Freedom of Information Act.

Therefore, in accordance with Connecticut General Statutes, Section 10-151, the Bristol Board of Education delegates to the Superintendent the authority to hire certified, non-administrative, and support positions. Before presenting a nomination to the Board, the Superintendent shall have the authority to repost the position if no candidate is considered. Once a candidate is identified, the Superintendent shall nominate one candidate for administrative or supervisory positions to the Board of Education to fill the vacancy. The Board must vote to approve the nomination within fourteen (14) calendar days after the Superintendent's notification of the request to the full Board.

If the Board does not act favorably upon the Superintendent's recommendation within this specified time, the Superintendent shall recommend single alternative candidates until the recommendation is approved.

Legal Reference: Connecticut General Statutes
 10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)
 10-153 Discrimination on account of marital status.
 10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and PA 17-173 An Act Concerning

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Minor Revisions and Additions to the Education Statutes and PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.

10-220 Duties of Boards of Education.

31-126 Unfair Employment Practices.

46a-60 Discriminatory employment practices prohibited. Title IV Equal Employment Opportunities.

34 C.F.R. 200.55 Federal Regulations.

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56.

Policy adopted:

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut

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Oversight and Responsibility

The Superintendent of Schools shall oversee the implementation of administrative hiring procedures and ensure compliance with all applicable Connecticut General Statutes, Connecticut State Department of Education (CSDE) guidance, and federal and state equal employment opportunity laws.

The Superintendent shall report to the Board of Education annually regarding the administration of these procedures to ensure fairness, transparency, equity, and consistency in the hiring of principals, assistant principals, and central office administrators.

Governing Policies

Administrative hiring procedures are adopted pursuant to and aligned with the following Board of Education policies:

- Policy 2151 – Administration: Hiring School Administrators
- Policy 4111.1 – Affirmative Action / Equal Employment Opportunity
- Policy 4111.3 – Increasing Educator Diversity

Legal Compliance

All recruitment, screening, interviewing, and selection activities shall comply with:

- Connecticut General Statutes §§ 10-4a, 10-151, 10-153, 10-220(a), 46a-60
- Applicable Public Acts, including Public Act 23-167
- Title VII of the Civil Rights Act of 1964, as amended

Interview Committee Composition

Interview committees shall consist of no fewer than seven (7) and no more than eleven (11) members, appointed by the Superintendent or Deputy Superintendent.

Individuals eligible to serve on interview committees must have completed required bias training within the previous two (2) years. Human Resources shall maintain a list of eligible participants and verify training compliance prior to committee appointments.

This process ensures interview committee members understand their role in selecting the most highly qualified candidates and supports fairness, consistency, and equal employment opportunity. Recruitment and hiring practices shall promote a workforce that reflects the diversity of the district's student population and community.

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Committee Membership

Interview committees shall include, when practicable:

- Superintendent or Deputy Superintendent
- Director of Human Resources
- Administrator with experience relevant to the position being filled
- At least one building-level administrator
- At least one certified staff member
- At least one parent or community representative
- At least one Board of Education member, consistent with Board policy
- Optional student representative for secondary-level positions
- Additional members as needed to ensure diversity of perspective

Interview Logistics

Interviews shall be conducted in the Board of Education Meeting Room unless otherwise approved by the Superintendent or designee. The following scheduling practices are recommended to ensure an equitable and efficient interview process:

- Interviews shall be conducted over two (2) consecutive days when practicable
- Interview sessions shall not exceed three (3) hours per day
- Interviews shall be scheduled after the instructional day to minimize classroom disruption
- Wednesdays shall be avoided when possible due to scheduled Board meetings

Interview Process

At the start of the interview process, committee members shall receive:

- An overview of the interview process
- Confidentiality requirements
- Approved scoring rubrics
- Interview questions prepared by Human Resources

Each candidate shall be interviewed using the same questions to ensure consistency and equity.

Interview Questions

The Superintendent or Deputy Superintendent, in consultation with Human Resources and an administrator experienced in the vacant position, shall define the ideal candidate profile and develop interview questions aligned with district priorities and position requirements.

Interview questions shall assess:

- Leadership capacity
- Professional knowledge
- Decision-making and problem-solving

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- Collaboration
- Cultural responsiveness

Following each hiring cycle, interview questions shall be reviewed and revised as necessary.

Committee Recommendation and Final Authority

The interview committee shall recommend three (3) qualified candidates, when practicable, for final consideration, factoring in both interview scores and committee deliberations. Final interviews shall be conducted by the Superintendent, who retains final authority to recommend a candidate to the Board of Education in accordance with Board Policy 2151.