

Personnel -- Certified

Recruitment and Selection of Administrative Staff

Administrative and supervisory positions will be filled in the following manner:

The Superintendent shall recommend one candidate for each of these positions to the Board of Education. *The selection process shall follow the guidelines in the corresponding regulations.*

1. Positions of Building Principal

~~The Superintendent shall present at least one candidate to the Board of Education for each of these positions.~~

2. Positions of District Office Directors

~~The Superintendent shall recommend one candidate to the Board for these positions.~~

3. Other Administrative and Supervisory Positions

If the Board does not act favorably upon the Superintendent's recommendation, in any position, 1-3, 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.

[46a-60](#) Discriminatory employment practices prohibited.

Policy adopted: November 19, 2012

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

(The red text above indicates recommended new language. Recommended regulation language in red below.)

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Administrative and Supervisory Positions Selection Process Guidelines –

1. Focus Groups – facilitated by Superintendent and one BOE Member (Principal position Only)
 - a. parent focus group
 - b. staff focus group
2. Paper Screening of Applicants – Superintendent and an administrator of his/her selection
3. *Screening Committee for First Round Interviews.* The screening committee will narrow the pool to two-three finalists. The Superintendent will develop interview questions and rating chart. The same questions will be asked of all candidates. Superintendent will select the committee members using the following composition as a guideline for forming the committee:
 - a. 2-3 teachers
 - b. 1-2 BOE members
 - c. 1-2 administrators
 - d. Superintendent
 - e. Additional stakeholders deemed necessary at the time
4. *Second Round Interviews.* Superintendent will schedule second interviews for finalists which may include:
 - a. Finalist could spend 2-3 hours in district
 - b. Finalist will meet with panel of staff members to ask questions
 - c. Finalist will complete several written tasks/scenarios developed by the Superintendent. (Ex: data review and develop rough draft improvement plan, develop communications for parents, staff, BOE Members in an emergency situation, scenario provided by the Superintendent)
 - d. Additional interview questions with Superintendent and one other administrator
5. Superintendent conducts reference checks
6. Superintendent makes recommendation to the BOE.

Regulation Adopted:

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