

PROCEDURES FOR RECRUITMENT OF SUPERINTENDENT

A. Search Service

A search service may be employed to assist the Board of Directors in many aspects of the Superintendent search process: survey, draft job description, application screening, interview orientation. A decision on this use should be made initially.

B. Job Description Development/Review

A survey shall be prepared to obtain input from RSU 13 administrators, teachers, support staff, community members, board members, and town officials to ascertain the personal attributes and qualifications perceived to be most needed.

The Board shall appoint five of its members to serve as a basic Superintendent Search Committee. The Committee shall consider input received at meetings and in the survey. The Board shall review and revise the job description based on current needs.

A draft job description shall include:

- Maine certification for the superintendency;
- criteria (skills, knowledge, and abilities) reflecting the priorities of the survey and Board; and
- a comprehensive description of expectations and responsibilities.

C. Recruitment

The vacancy is to be advertised to attract a wide pool of candidates. A display ad shall be run in the two major Maine weekend newspapers, and a notice shall appear at least once in a publication distributed to Maine superintendents and assistant superintendents.

D. Screening

All applications shall be screened for completeness of all application materials, eliminating only those candidates who do not meet the minimum qualifications.

After receiving orientation on confidentiality and equity issues from the Search Service, the Superintendent Search Committee members shall review every application.

The Search Committee is then to select candidates for initial interviews based on the degree to which applicants meet the criteria and demonstrate the skills, knowledge, and abilities required by the position.

Reference checks shall be conducted, as appropriate.

Applicants not selected for interviews shall be notified.

E. Interviewing

Following the screening of applications, the Committee shall be augmented for the initial round of interviews by elementary and secondary teachers, administrators and members of the public representing all interest areas. The Committee shall be oriented to

- the process, techniques and legal aspects of interviewing;
- weighting/prioritizing of criteria and the nomination/hiring process; and
- confidentiality and equity issues.

The Search Committee shall:

- select interview questions reflecting the criteria and expectations;
- question the candidates in uniform order, by the same questioners; and
- provide equal opportunity for candidates to reply to the same questions.

F. Selection

The Search Committee shall:

- assess each candidate based on the same criteria and expectations;
- select a number of candidates (usually 2-4) for the Board to interview; and
- check references as appropriate to the Committee or Board.

The Board of Directors shall:

- receive an orientation similar to that given the Search Committee;
- select interview questions reflecting the criteria and expectations of the position;
- conduct interviews in equal fashion for all finalist candidates;
- arrange opportunities for finalist candidates to visit and become acquainted with RSU 13;
- assess each candidate on the same basis, focusing on the criteria and job description;
- obtain additional information as warranted and available, check references further and/or visit current work site(s) as appropriate; and
- select a candidate for the position.

G. Employment

After providing courtesy notification to the teachers and administrator who assisted the Search Committee, and following agreement on employment terms with the successful candidate, the Board of Directors shall make the appointment and approve the employment contract in an appropriately called public meeting.

H. Notifications

Immediately following execution of the contract, the other finalist candidates shall be notified.

I. Orientation and Support

The Board shall provide the new superintendent with an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of the RSU.

The system of evaluation of the new superintendent shall be reviewed by the Board and the new superintendent to ensure that it is understood by each party.

J. Record Keeping

For a period of three years, secure files shall be maintained of all applications and of the screening-interviewing-hiring process.

K. Non-discrimination

In response to an Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System, the R.S.U. #13 Board of Directors affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

Legal Reference: PL 1990, Chapter 889 (Title 5 MRSA §4576; Title 20A MRSA §6; §254.8-10; §256.1, 7; §1001.13, 14; §4502.4A; §13011.6; §13019-A.1D; §13019-B.1C, §6101

Cross Reference:

Policy CBB - Recruitment of Superintendent

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