

NEPN/NSBA Code: GCFB-R

## **RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCESS**

### **(Additional detailed process specific to hiring administrators, e.g. superintendent, principal)**

For an administrative hire in RSU 26, the superintendent will normally be the leader of the search. For the hire of a superintendent, the chair of the board will be the leader of the search.

The search leader in consultation with the board chair (or the board chair in consultation with the board in the case of a superintendent hire) will appoint a search committee to perform the Screening, Interview and Selection functions identified in policy GCF-R. The appointed search committee should be appointed in accordance with the following guidelines:

1. The search committee will normally consist of 10-15 people for principals, superintendents, assistant superintendents, and the special education director. For other administrative positions (assistant principals, assistant special education director, assistant superintendent, curriculum coordinator), the search committee will normally consist of 7-12 people. The search committee may be larger than the target size if the leader feels it necessary to achieve appropriate diversity of perspectives. The search committee may also be smaller if it has been attempted to get people to bring the size of the search committee to the target size but unavailability of people due, for example, to summer schedules prevents it.
2. The search committee for an administrator should always consist of:
  - a. At least two other administrators
  - b. Two board members appointed by the board through its policies and procedures
  - c. At least three teachers, at least two of which should be from the school (or special education program) the administrator will work in. If the administrator supervises multiple school's teachers from each school will be included.
  - d. At least one representative from special education
  - e. At least one student for administrators of the high school and for superintendent
  - f. At least one parent
3. Within the limits of target sizes set forth in (1) above, especially for search committees with 10-15 members, it is also strongly desirable to increase representation to include:
  - a. One or two non-teaching staff
  - b. At least two parents of RSU 26 students and one other community member
  - c. For administrators of the high school and for superintendent, at least two students
4. At the discretion of the search leader, the members may be assigned either to the full hiring committee or to an Advisory Committee. An Advisory Committee would be involved in the Screening and Interview processes and would have their feedback solicited and taken into account in the Selection process but would only be involved in the Selection process at the discretion of the search leader.

## **PROFESSIONAL STAFF HIRING**

5. A search committee member may fulfill more than one category of representation.
6. For members listed in clauses 2 and 3, reasonable efforts should be made to obtain diverse and appropriate representation. However, the inability to find a representative for a specific category should not prevent moving forward on a hire with due speed, especially when school is out of session or circumstances require hires to occur in an unusually short period of time.
7. For the hire of principals, superintendents, assistant superintendents, and the special education director, it is expected that a final interview will occur, and this will include time when all faculty and staff have an opportunity to interact with the ask questions of the candidate(s) and similar time for parents and community members to interact with and ask questions of the candidate(s).

Adopted: 2/7/2017

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