

NEPN/NSBA Code: GCFD-R

RECRUITING AND HIRING OF CENTRAL OFFICE STAFF PROCESS

(Additional detailed process specific to hiring central office staff such as business manager, facilities director, food services director, assistant to superintendent, accounting staff, administrative assistants)

The superintendent or designee will lead the search for central office staff

The search leader in consultation with the superintendent 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. For the purposes of this policy, central office positions that are defined to “interact with the board” include: business manager, facilities director, food services director, technology director, administrative assistant to the superintendent
2. The search committee will be comprised of a diverse group of people representative of those who will interact with the position. As a general guideline, the search committee will typically consist of 2-5 people in addition to the search leader. The exact composition of the search committee will vary with the position but should generally strive to include people likely to work with the position which may include teachers, administrators, or other central office staff. For public-facing positions such as administrative assistants a client (e.g. parent and/or student) who would work with the position. For positions that interact with the board a board member selected by the board in accordance with its own procedures should be included.

For central office staff who do not interact with the board, Step F (Nomination/Employment) requiring nomination to and approval by the board may be skipped (and the identified candidates directly employed by the superintendent). Central office staff who do interact with the board must follow Step F (nomination/Employment) requiring nomination to and approval by the board before the superintendent can sign a contract.

Adopted: 6/19/2018