

# **302.01R1 Guidelines for Superintendent Selection**

Friday, August 11, 2023

## **Guidelines for Superintendent Selection**

When the board of education determines that the position of superintendent of schools will become vacant a public announcement shall be made through the local news media and a search for a replacement shall be implemented. Notices announcing the vacancy, describing the school district and community, setting forth qualifications to be met by applicants, suggested salary range, and anticipated dates for interviews, hiring, and commencement of employment shall be sent to state and regional employment agencies and state education agencies. The board of education may use a consultative service to assist in the hiring process if deemed appropriate. The board of education may use a local screening committee to assist in the review of applications and the preliminary screening of applicants.

All applicants shall be sent a copy of the superintendent's job description and an outline of the board of education's procedures to be followed for screening, interviewing, and hiring a replacement. In addition to a personal resume, applicants shall be asked to submit transcripts of college courses completed and names of not less than three individuals that can be contacted for professional references.

All applications shall be screened and not less than three individuals shall be extended invitations to appear for on-site interviews. Those individuals appearing for interviews shall be reimbursed for mileage and expenses incurred. Either before or after the personal interview the board of education will make contact with individuals identified as professional references by the interviewees, the interviewees' current or former employers, and the interviewee's spouse; and the board of education may also visit the interviewees' current or former place of employment.

After selecting a replacement and securing a signed contract the board of education shall see that all applicants are notified that the position has been filled. An announcement shall be given to the news media and to those employment agencies previously notified of the vacancy, stating that the position has been filled and the

name of the individual employed.