

## **RECRUITING AND HIRING OF ADMINISTRATIVE STAFF - PROCEDURES**

These procedures are designed to establish a thorough, efficient, and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions in RSU 9. They implement board policy GCFB and are intended to be consistent with policy GCD (PROFESSIONAL STAFF HIRING).

### **A. Job Description Review**

To ensure that a written job description of the vacant position accurately represents the current functions and needs, the superintendent/designee is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the positions;
2. Include the criteria (skills, knowledge, abilities required to perform the duties/responsibilities of the positions; and
3. List the minimum qualifications (training, education, and experience) for the position.

### **B. Recruitment**

To attract a strong pool of qualified candidates, the superintendent/designee is to advertise (except in the circumstances described in K below) such as in:

1. Posting notice of the vacancy within the district;
2. Placing display advertisements in appropriate print media, including at least two appearances in the major weekend newspapers, and
3. Identifying and notifying, if appropriate, other possible sources of potential candidates, such as professional associations, educational administration programs, and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

### **C. Screening**

To ensure that a fair and efficient screening process will occur, the superintendent and Administrator Evaluation Committee are to:

1. Ensure that all applications are reviewed by the Administrator Evaluation Committee with attention given to unbiased regard for the criteria and qualifications in the job description;

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2. Provide orientation on confidentiality and equity issues to screeners;
3. Eliminate all applicants who do not meet the minimum qualifications;
4. Conduct preliminary reference checks, as appropriate;
5. Select candidates for interview based on the degree to which they meet the criteria and have demonstrated the skills, knowledge, and abilities outlined in the job description;
6. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the superintendent and Administrator Evaluation Committee are to:

1. Appoint an interview panel (persons may have also served in the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process, including the function and extent of responsibility of the panel, the weighting of criteria, and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interview panel is to:

1. Determine its own method and procedure for rating and interviewing, including interview questions that match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

E. Selection

The interview panel is to:

1. Individually assess the candidates according to their answers to the job description-related questions, related criteria, rating and commenting on

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each using a specially prepared form corresponding to the questions/criteria;

2. Present the strengths and weaknesses of each of the candidates interviewed to the superintendent and Administrator Evaluation Committee.

The superintendent in consultation with the Administrator Evaluation Committee is to:

1. Have references contacted and/or visits made, as appropriate, to check the perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct additional interviews of any or all finalists, as deemed necessary;

F. Nomination/Employment

The superintendent is to:

1. Notify and obtain the agreement of the successful candidate, pending formal board approval.
2. Inform the Administrator Evaluation Committee;
3. Proceed to nominate and employ the successful candidate in accordance with state law and local policies.

G. Notification

The superintendent/designee may:

1. Notify the nominee of the board approval and employ the administrator;
2. Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job expectations, the superintendent/designee is to provide an

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orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the district.

### **I. Record Keeping**

To ensure that the confidentiality of employee and applicant records are properly maintained, the superintendent is to provide for the secure maintenance of all applications and documentation of the hiring, screening, and interview process for a period of three (3) years.

### **J. Confidentiality**

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board of Directors, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101). The board is to assume responsibility through the superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

### **K. Hiring of Current Employees**

RSU 9 may forego one or more of the steps set forth in sections B through E of this procedure and appoint a person who is currently employed by the district to fill an administrative position only if the superintendent, after consultation with the Administrator Evaluation Committee, and board, or the board, as appropriate, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Adopted: February 29, 2000

Reviewed: January 22, 2002

Reviewed: May 4, 2009

Revised: October 25, 2022