

## Administrative Hiring

The Bend La Pine Public Schools is committed to hiring the most highly qualified administrators and supervisors to serve the students of our District. To this end the District will actively seek applicants who best meet the needs of the District. The responsibility for selection, placement, and assignment of administrators shall be vested in the superintendent, subject to applicable policies and procedures. The process for hiring administrative staff will be open and competitive except when deemed appropriate by the superintendent. Applicants will be expected to demonstrate qualifications and competence in relation to the needs of the position for which they are applying and will only be recommended for employment following completion of the hiring procedures.

- 1.0 Hiring procedures are designed to provide an orderly and systematic process for determining job openings, job descriptions, and procedures for recruitment, screening, interviewing and employment.
- 2.0 Definitions
  - 2.1 Vacancy: A position presently unfilled; a position currently filled, but will be open in the future; a new position.
  - 2.2 Job Description
    - 2.2.1 An approved job description will be on file in the personnel office prior to posting any position.
    - 2.2.2 A job description for each position will include:
      - 2.2.2.1 Position title.
      - 2.2.2.2 Definition of position.
      - 2.2.2.3 Identification of immediate supervisor.
      - 2.2.2.4 Required qualifications and skills - including degrees, certificates, licenses, training, knowledge, experience(s), etc.
      - 2.2.2.5 Preferred qualifications for specific position
      - 2.2.2.6 Essential job-related activities and responsibilities.
      - 2.2.2.7 Terms of Contract.
    - 2.2.3 All job descriptions are approved by the Executive Director of Human Resources.

- 2.3 Applicant: An individual who has completed all required paperwork for a vacant position.
- 2.4 Hiring Administrator: The administrator designated by the superintendent to lead the hiring process.
- 2.5 Application Screening Team: A team composed of 3 or more people as determined by the hiring administrator (may be composed of the interview team members).
- 2.6 Interview Team: A team determined by the hiring administrator, with approval of the superintendent, which consist of at least the following representation:
  - 2.6.1 Hiring administrator/supervisor.
  - 2.6.2 Other supervisory personnel (including comparable position where possible, plus Human Resources and Curriculum & Instruction reps for building administrative positions).
  - 2.6.3 Representative employees from school or department who would be supervised by the administrator.
  - 2.6.5 Parent and/or community representative(s).
  - 2.6.6 Student representative(s) (for high school administrative positions).

### 3 .O Process for Hiring

- 3.1 The hiring administrator will:
  - 3.1.1 Review the job description for the vacant position and recommend specific changes if necessary.
  - 3.1.2 Complete the position vacancy request form for approval by the Executive Director of Human Resources or Deputy Superintendent.
  - 3.1.3 In conjunction with Human Resources, gather feedback in some form from the employees of the school or department where the vacancy exists in order to identify specific personal and professional traits desired for the position.
  - 3.1.4 In conjunction with Human Resources, develop a brochure announcing the specific job opening with supporting information.
  - 3.1.5 Select and orient a screening team, with approval of the superintendent.
  - 3.1.6 Prepare screening materials for the screening team based on the position description requirements and desired traits.
  - 3.1.7 Select and orient an interview team, with approval of the superintendent.
- 3.2 The Human Resources Department will:
  - 3.2.1 Post the vacant position, upon approval of the Executive Director of Human Resources or Deputy Superintendent, on the District website.
  - 3.2.2 Distribute broadly the notice of job opening using electronic media and other means deemed appropriate by the Executive Director.

- 3.2.3 Receive and compile application materials.
- 3.2.4 Determine timeliness and completeness of the application materials.
  - 3.2.4.1 Application materials must be received or postmarked by the end of the closing date advertised for the position.
  - 3.2.4.2 Materials may be submitted via facsimile as long as the fax is received by the closing deadline.
  - 3.2.4.3 Positions may be posted with an initial closing date and indicate "open until filled".
- 3.3 The Screening Team will:
  - 3.4.1 Review confidentiality guidelines and sign a confidentiality agreement.
  - 3.4.2 Utilize screening sheets provided by the hiring administrator, review and rate all completed applications presented to the team.
  - 3.4.3 With facilitation by the hiring administrator, determine the top rated applicants to recommend for interviewing.
- 3.5 Interview Process
  - 3.5.1 Human Resources will coordinate with the hiring administrator the scheduling of interviews.
  - 3.5.2 The hiring administrator and Executive Director or Deputy Superintendent will develop interview questions and interview forms.
  - 3.5.3 The hiring administrator and Executive Director or Deputy Superintendent will orient the interview team to the interview and hiring process by reviewing confidentiality guidelines and guidelines for interviewing and rating candidates.
  - 3.5.4 The interview will consist of the following, with data gathered for each element:
    - 3.5.4.1 A structured team interview.
    - 3.5.4.2 An appropriate skill demonstration, which may include a writing exercise.
    - 3.5.4.3 A one-on-one interview with the superintendent.
    - 3.5.4.4 For building administrators, a process for gaining representative student input.
    - 3.5.4.5 Other tours and public forums, as deemed appropriate.
  - 3.5.5 Upon completion of the interview process, the interview team shall determine its top candidates for recommendation to the superintendent. When consensus is not reached by the team, the hiring administrator may determine the recommendation.
- 3.6 Finalizing recommendation
  - 3.6.1 Prior to a recommendation for employment, the hiring administrator shall contact and complete a reference check form for at least three references, which should include:
    - 3.6.1.1 The immediate previous supervisor.

- 3.6.1.2 For candidates who have held several positions, at least three previous supervisors and/or references.
  - 3.6.2 For at least the top candidate, the hiring administrator will arrange with Human Resources to conduct a site visit to the candidate's place of employment. The Superintendent may waive this step.
  - 3.6.4 Upon completion of the process the hiring administrator shall make a formal recommendation for employment to the Superintendent.
  - 3.6.5 The recommendation to hire will contain the candidate's file and all pertinent data from the interview, reference checks, and site visit.
- 3.7 Hiring
  - 3.7.1 Upon approval by the Superintendent, the hiring administrator will contact the candidate, offering employment subject to Board approval and successful passage of the drug testing.
  - 3.7.2 If the candidate accepts, the hiring administrator will make arrangements with Human Resources for drug testing in accordance with district procedures.
  - 3.7.3 After the candidate accepts the offer, passes the drug screening, and the Board takes action to hire, a letter of commitment will be sent to the selected candidate. In certain circumstances employment may commence prior to Board ratification with superintendent's approval.
  - 3.7.4 The hiring administrator will personally contact all applicants interviewed.
    - 3.7.4.1 Letters will be sent by Human Resources to all applicants after the Superintendent has accepted the interview team's recommendation.

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