Sacramento City USD
Administrative Regulation
Selection Process For Management Appointments

AR 4311
Personnel

Principal/Vice Principal Positions

Step 1: Tier I, District-Level Eligibility Lists

Â·   he Personnel Office and district staff recruit applicants by advertisement, both within and outside of the district, and by contacts with colleges and universities.

Â·   Certificated Personnel Directors paper-screen applicants for minimum qualifications, and refer qualified applicants to a first level (Tier 1) interview.

--   Minimum qualifications include evidence of CBEST passage; evidence of Administrative Services Credential or eligible for Administrative Internship Credential.

Â·   A Tier I interview panel (consisting of district administrators) recommends candidates for placement on the Eligibility List; candidates on the Eligibility List are deemed qualified for second level, or Tier II, interviews.

Â·   Principals requesting a voluntary transfer will be placed on the Eligibility List.

Â·   Eligibility Lists are refreshed twice yearly; more often if needed. Candidates are retained on the list for one year.

Step 2: Tier II, School Level Recommendations

Â·   For each vacancy, the responsible segment administrator (Associate Superintendent) establishes a Tier II school site interview panel, consisting of representatives from site/central administration, teachers, classified employees, job-alikes, parents and the community.

Â·   In the case of multiple vacancies, the responsible administrators will bring together the Tier II interview panels to jointly interview the candidates. However, each school panel will make its own recommendations.

Â·   Recommendations from the Tier II school site interviews are advisory only. Each school site panel must recommend three names in unranked order. Should the panel fail to recommend three names in unranked order, the panel recommendation is disqualified and the responsible administrator recommends three names.

Â·   The recommended names are forwarded to the Personnel Office, which conducts reference and background checks on each of the candidates and forwards the information to the responsible administrator.

Â·   The responsible administrator interviews the three candidates. From this interview, the responsible administrator contacts references to determine level of suitability for the particular position, and recommends a final candidate.

Â·   Upon reaching a final recommendation, the responsible administrator forwards the candidates' names, in rank order, and all reference information to the Deputy Superintendent. Upon satisfactory review, the Deputy recommends the final candidate to the Superintendent.

Â·   The Superintendent completes a final review of the candidates with the Deputy Superintendent and responsible administrator, and recommend a final candidate to the Board.

Â·   The Board of Education receives the recommendation and acts on the final candidate appointment.

All Other Management Positions

Step 1: District-Level Recommendation

Â·   The Personnel Office and district staff recruit applicants by advertisement, both within and outside of the district, and by contacts with colleges and universities.

Â·   Personnel Directors paper-screen applicants for minimum qualifications, and refer qualified applicants for interview.

--   Minimum qualifications include evidence of CBEST passage; evidence of Administrative Services Credential (or eligible for Administrative Internship Credential where allowed by job description).

--   The Personnel Office will extend the recruitment period and re-advertise the vacancy when fewer than four applicants meet minimum qualifications for the position.

--   When a vacant position has been advertised twice and fewer than four applicants meet minimum qualifications for the position, the responsible administrator over the vacant position may recommend that the qualified applicant(s) be advanced to the interview phase.

Â·   For each vacancy, the Personnel Office, working with the responsible administrator over the vacant position, establishes an interview panel, consisting of representatives from the site and central administration, classified employees and job-alikes.

Â·   The interview panel must recommend three names in unranked order. Should the panel fail to recommend three names in unranked order, the panel recommendation is disqualified and the responsible administrator recommends three names.

Â·   The recommended names are forwarded to the Personnel Office, which conducts reference and background checks on each of the candidates and forwards the information to the responsible administrator.

Step 2: Final Selection

Â·   The responsible administrator interviews the three candidates. From this interview, the responsible administrator contacts references to determine level of suitability for the particular position, and recommends a final candidate.

Â·   Upon reaching a final recommendation, the responsible administrator forwards the candidate's name and all reference information to the Deputy Superintendent. Upon satisfactory review, the Deputy recommends the final candidate to the Superintendent.

Â·   The Superintendent completes a final review of the candidate with the Deputy Superintendent and responsible administrator, and recommends the candidate to the Board.

Â·   The Board receives the recommendation and acts on the final appointment.

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