Three-Tiered Process

Administrator Pool of Candidates - Assessment Center Conducted Quarterly (or as needed)

- Posting
- Initial Paper Screening for Minimum Requirements and Qualifications
- Reference Checks
- Interview With District Panel (Written & Oral Components)
- Successful Candidates Placed in District Pool
- Gather Characteristics
- Paper Screening from District Pool
- Site Interview
- Site Recommendation - Superintendent Interview
- Board Approval

Superintendent & Board Level - "Based on Outcome of Site Interview Panel"

Community and Site Level Process - Implemented as Site Vacancies Arise
Additional Details

Tier I – Creation of the Pool of Qualified Candidates

- Posting – Postings are identified in general terms
  - Elementary School Principal, Middle School Principal, High School Principal
  - Positions posted regionally, statewide, and nationally
- Initial Paper Screening for Minimum Requirements and Qualifications
- Reference Checks, performed by Human Resources (survey phone/online)
- Interview Process Using District Characteristics to Drive the Questions
  - Characteristics that speak to the District Strategic Plan, District Initiatives, Job Description and Core Values
  - Assessment Center conducted, as needed
- Successful Candidates Placed in the Administrator Pool
  - Initial survey of interest given to each pool member
  - Pool members given clear guidelines of what it means to be in the pool . . . two interview decline allowed by candidate
  - Pool members shall remain active in the pool for a period of 2 years

Tier II – Community and Site Level Process

- Implement as Site Administrator Vacancies Arise
- Gather Site Characteristics from Site Community
- Screen with a Member of the Site Staff
- Interview Process Using Site Characteristics to Drive Questions
  - Interview panel consists of certificated and classified school site members, community members, parents, Area Assistant Superintendent, and HR Director
  - Candidate identified for movement to the next tier/level

Tier III – Superintendent and Board Level

- Superintendent Level Interview/Confirmation
- Candidate Taken Forward for Board Approval