

**SUPERINTENDENT RECRUITMENT AND SELECTION**

The Governing Board recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

*(cf. 2000 - Concepts and Roles)*

*(cf. 2110 - Superintendent Responsibilities and Duties)*

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9000 - Role of the Board)*

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process

*(cf. 1000 - Concepts and Roles)*

*(cf. 1220 - Citizen Advisory Committees)*

8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected

**SUPERINTENDENT RECRUITMENT AND SELECTION** (continued)

10. Interview questions, processes and participants

11. How and when candidates' qualifications will be verified through reference checks

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

*(cf. 2121 - Superintendent's Contract)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

**SUPERINTENDENT RECRUITMENT AND SELECTION (continued)**

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

*Legal Reference:*

EDUCATION CODE

220 *Prohibition of discrimination*  
35026 *Employment of superintendent by board*  
35028 *Certification*  
35029-35029.1 *Waiver of credential requirement*  
35031 *Term of employment*  
44420-44440 *Revocation and suspension of certification documents*

GOVERNMENT CODE

11135 *Unlawful discrimination*  
12900-12996 *California Fair Employment and Housing Act*  
53260-53264 *Employment contracts*  
54954 *Time and place of regular meetings*  
54957 *Closed session personnel matters*  
54957.1 *Closed session, public report of action taken*

CODE OF REGULATIONS, TITLE 2

11019 *Terms, conditions and privileges of employment*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Vocational Education Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*  
2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*  
2000h-2000h-6 *Title IX, 1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 *Compliance information*  
106.9 *Dissemination of nondiscrimination policy*

*Management Resources:*

WEB SITES

CSBA: <http://www.csba.org>  
Association of California School Administrators: <http://www.acsa.org>  
Equal Employment Opportunity Commission: <http://www.eeoc.gov>  
Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>