

Series 2000

2141(a)

Administration

Recruitment and Election of Superintendent

Introduction. The election of a Superintendent is the legal responsibility of the Board of Education. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community.

Recruitment of Superintendent.

1. **Consultant.** When the Board starts a search for a new Superintendent, it first will decide whether to hire a qualified search consultant.
2. **Search Committee.** The Board with the help of the consultant (if hired) may establish a search committee comprised of those individuals the Board may deem appropriate, which may include school board members, members of the community, teachers, and administrators. The Board chairperson will appoint the chairperson of the search committee who will be a member of the Board.

The search committee will seek the advice and counsel of a broad variety of groups within the district, representative of the demographics of the community.

The search committee, responding to input from the community, will screen applicants and interview four or more semi-finalists. It will then recommend a smaller number of candidates to the Board for final selection. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The search committee and the Board will comply with all state and federal non-discrimination laws in its process of identifying candidates and selecting a finalist..

The search committee will make its recommendations to the Board based upon the Board's predetermined criteria, demonstrated skills that are equated with the responsibilities of the position, and commitment to a multicultural school system.

The search committee will:

- A. Receive all applications and seek supplemental information on candidates as needed.
- B. Receive input from citizens and organizations in the town.
- C. Interview and screen the most promising candidates.

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Eastford Board of Education

Series 2000

2141(b)

Administration

Recruitment and Election of Superintendent (continued)

- D. Present to the Board the names and qualifications of two to four of the most promising candidates.
3. **Time Frame/Budget.** The Board will estimate a time frame for the search and prepare a budget for the search process, including anticipated expenses for all facets of the search, and should be updated as the search progresses.
 4. **Desired Qualifications, Functions and Responsibilities of Superintendent.** The Board will develop a set of qualifications for the superintendency and prioritize the functions and responsibilities it wishes the superintendent to discharge. If a consultant is employed to assist the Board, the consultant will work in conjunction with the Board to develop qualifications and responsibilities for the superintendency.

The Board and the consultant (if hired) will give appropriate consideration to recruitment of under represented groups.

Recruitment sources may include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs.

5. **Interviews.** A background check of professional qualification is essential.

There may be at least two interviews or one preliminary interview conducted by the search committee and one by the entire Board. All Board members will interview all finalists and also be given an opportunity to meet the selected candidate informally before a commitment is made for his or her employment.

6. **Superintendent Contract.** A subcommittee of the Board will negotiate the contract with the finalist.

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2141(c)

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Recruitment and Election of Superintendent (continued)

7. **Election of Superintendent.** A majority vote of the entire membership of the Board, present at a Board meeting for which due notice has been given of the intended action, will be required for the election of the superintendent
8. **Transition.** The Board must decide how to best handle the transition period from the time the previous Superintendent departs until the new Superintendent begins in the district.

(cf. 2140 Superintendent of Schools)

Legal Reference: Connecticut General Statutes
10-157 Superintendents. Relationship to local or regional board of education;
verification of certification status; written contract for employment;
evaluation of superintendent by board of education.

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