

POLICY

No. 4015

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CREATION AND FILLING OF ADMINISTRATIVE POSITIONS

Administrative positions, on the level of Supervisor and above, shall be created and filled on the recommendation of the District Superintendent according to the following procedure:

a. Creation of New Administrative Positions

1. The District Superintendent shall prepare a position rationale and job description for the position to be created and present this data along with his/her recommendation to the Board.
2. The position shall be established by a majority vote of the Board.

b. Filling of Administrative Positions

All administrative appointments shall be made upon the basis of a majority vote of the Board upon recommendation by the District Superintendent. The procedure shall be as follows:

1. When a vacancy exists in any approved administrative position, the District Superintendent may seek and recruit candidates.
2. For a position below the Cabinet level, the District Superintendent shall present his/her recommendation for a candidate to the Board for action.
3. For a position at the Cabinet level, the District Superintendent shall present not fewer than two, preferably three, but not more than five candidates to the Board for interview and review of qualifications. After such review has been completed, the District Superintendent shall propose a candidate of his/her choice to the Board which shall act upon the recommendation.

c. Specially Funded Administrative Positions

Excepted from the foregoing procedures shall be any position authorized and funded under a Federal, State or foundation grant. When any such grant has been accepted by the Board, the District Superintendent may immediately proceed to recruit for the positions authorized and funded under its terms. The District Superintendent shall present his/her recommendation for a candidate to the Board for action as soon as practicable following the grant acceptance.

Adopted: May 16, 1983

Ratified: June 20, 1983

Amended: June 13, 2002