

DE SOTO AREA SCHOOL DISTRICT

221-Rule

Hiring Process

The following procedures shall be used when hiring administrative staff

A) District Administrator

- 1) The Board may wish to use the District Administrator or may choose to hire a search consultant
- 2) Criteria developed for what the Board is looking for in a candidate
- 3) Public listing for the position opening
- 4) Screening of applications done by consultant/Board
- 5) Candidates selected for interview
- 6) First round of interviews:
Interview committees may include:
 - 1) Board of Education (all members)
 - 2) Administrators/Staff (2 Principals - Sp Ed Director
2 Elementary Teachers - 2 HS/MS Teachers
2 Support Staff)
- 7) Interview questions to be developed by or for each group that reflect the needs of the district and selected criteria.
- 8) After interviews are completed, each group will provide input to the Board regarding each candidate interviewed.
- 9) The Board will select candidates for 2nd interview.
- 10) Reference checks on candidates selected for 2nd interview
- 11) Second round of interviews. The interview committee includes:
 - 1) Board of Education (all members)
 - 2) Administrative staff - Principals and Special Ed Director
- 12) After interviews completed the Board gathers information and determines final candidate(s).
- 13) Reference checks completed
- 14) Final candidate selected
- 15) Negotiate contract and set start date (a contract will be supplied by WASB and reviewed by our legal counsel)

B) Building Principal

- 1) District Administrator and School Board jointly determine the criteria to be used when screening candidates
- 2) Public listing for the position opening
- 3) Screening of applications (District Administrator)
- 4) Candidates selected for interview
- 5) First round of interviews:
 - Interview committees shall include:
 - 1) District Administrator, Principal, Special Ed Director, 2 Board Members, 2 Teachers, 2 Support Staff
- 6) Interview questions to be developed by or for each group to reflect the needs of the district and selected criteria.
- 7) After interviews, each group will provide input to the District Administrator regarding each candidate interviewed.
- 8) The District Administrator will consult with the Board of Education regarding the status of the selection process.
- 9) Select final candidates for 2nd interview
- 10) Reference/background checks done on candidates selected for 2nd interview
- 11) 2nd round interviews - conducted by the District Administrator, Principal and Special Ed Director
- 12) Reference checks completed
- 13) Final candidate selected
- 14) Negotiate contract and set start date as established by the School Board

APPROVED: August 20, 2007
