

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCF-R
Date of Adoption: April 14, 1981 Dates of Revision: October 16, 1996; April 7, 1999 Code and Title Change Adoption: May 2, 2012 Reviewed School Board First Read: March 13, 2013 School Board Second Read/Adoption: April 3, 2013	Page 1 of 3

## PROFESSIONAL STAFF HIRING

### **Building Principals**

The board will determine its level of involvement prior to the beginning of a search. The following are procedures for the recruitment and election of principals in the Oyster River Cooperative School District.

1. The assistant superintendent will advertise available position(s) with state employment offices, selected colleges and universities, the district office and local school buildings, and in selected national, state and regional print and/or electronic media, when appropriate, within two weeks of a verified vacancy.
2. The superintendent, assistant superintendent, and representative(s) of the board will screen applications, advise those from whom references and placement papers are requested, and identify candidates to be invited for interviews.
3. Interviews will be scheduled as follows:
  - a. Building committee
  - b. Parent/community committee (including student representative(s) for high school principal recruitment only)
  - c. Leadership Team of central office administration/district principals (less superintendent)
  - d. Superintendent, with a representative of the board
4. An on-site visitation committee will observe final candidates in their school community, whenever practicable. Composition of a site visitation committee will be determined by the superintendent or his/her designee, in consultation with the board.
5. The school board will:
  - a. Interview the finalist candidates. It is expected that there will be at least two finalists unless there are extenuating circumstances.
  - b. Receive verbal report(s) of the administrative committee, building committee, parent/community committee and student committee, as appropriate.
  - c. Deliberate the report(s) with the superintendent.
6. The superintendent of schools will nominate a candidate for and will provide the board with backup rationale supporting the nomination. Such information will be provided prior to the meeting.
7. The school board will elect or reject the nominated candidate.

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\* Candidates interviewed at levels 3a-c above will not necessarily be referred to levels 3d.

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PROFESSIONAL STAFF HIRING (continued)

**Assistant Principals**

The board will determine its involvement prior to the beginning of a search including participation in initial screening and interview(s). The following are procedures for the recruitment and election of assistant principals in the Oyster River Cooperative School District.

1. The assistant superintendent will advertise available position(s) with state employment offices, selected colleges and universities, the district office and local school buildings, and in selected state and regional print and/or electronic media, when appropriate, within two weeks of a verified vacancy.
2. The principal, in consultation with the assistant superintendent, will screen applications, advise those from whom references and placement papers are requested, and identify candidates to be interviewed.
3. The principal will interview those appearing most qualified as a result of their application, credentials and professional references.
4. An on-site visitation committee will observe final candidates in their school community, whenever practicable. Composition of a visitation committee will be determined by the principal or his/her designee, in consultation with the superintendent.
5. The principal will:
  - a. Review the credentials and professional references of candidate(s).
  - b. Notify the central office of scheduled interviews.
  - c. Involve a building/parent/student (high school student only) committee, the assistant superintendent and a board representative in the interview process, as appropriate.
  - d. The superintendent and his/her designee will interview the candidate(s) recommended by the principal.
6. The school board will:
  - a. Interview the finalist candidates. It is expected that there will be at least two finalists unless there are extenuating circumstances.
  - b. Receive verbal report(s) from the building/parent/student committee and the principal, when appropriate.
  - c. Deliberate the report(s) with the superintendent.
7. The superintendent of schools will nominate a candidate for election and will provide the board with backup rationale supporting the nomination. Such information will be provided prior to the meeting.
8. The school board will elect or reject the nominated candidate.

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PROFESSIONAL STAFF HIRING (continued)

**Professional Teaching and Support Services Staff**

The following are procedures for the recruitment and election of professional teaching and support services staff in the Oyster River Cooperative School District. The board will determine its level of involvement in the selection process for various positions.

1. The assistant superintendent will advertise available position(s) with employment offices, selected colleges and universities, the district office and local school buildings, and in selected state and regional print and/or electronic media, when appropriate, within two weeks of a verified vacancy.
2. The principal and/or assistant principal(s) will screen applications and advise those from whom references and placement papers are requested.
3. The principal and/or assistant principal(s) will interview those appearing most qualified as a result of their application, credentials, and references.
4. The principal will refer the most promising candidates to interview with a building committee appointed by the principal who, at the completion of interview(s), will document the results of each interview in writing.
5. The principal and/or his/her designee(s) will arrange to observe the final candidate(s) in the school environment, whenever practicable.
6. If desired, the principal may re-interview the final candidate(s).
7. The assistant superintendent will review the verbal and written comments received from the principal and others involved in the interview process.
8. The principal will make his/her recommendation, with backup rationale, to the superintendent of schools.
9. The superintendent of schools will nominate a candidate for election and will provide the board, verbally and/or in writing, with backup rationale supporting the nomination. Such information will be provided prior to the meeting, when possible.
10. The school board will elect or reject the nominated candidate.