

File: CBB

RECRUITMENT OF SUPERINTENDENT

Hiring a Superintendent is one of the primary statutory duties of the School Committee. The Committee alone has the responsibility for the appointment of a Superintendent and negotiation of his/her terms of employment.

When a vacancy of the Superintendency occurs, the School Committee shall convene as soon as possible to begin planning to hire a new Superintendent and to ensure the smoothest possible transition of professional leadership.

Because the process of hiring a Superintendent is likely to take place under different circumstances or conditions each time it is necessary, the School Committee has some latitude in establishing a process for each hiring. In any case, the following guidelines should be followed:

1. The Committee should advertise the open position broadly in order to attract a pool of qualified applicants. However, should there be a highly qualified member of the School Department staff who becomes the top choice of the Committee before a pool of candidates is considered, the position need not be advertised. In no case should a candidate be hired as Superintendent without sufficient public involvement, as outlined below.
2. The Committee should consider only candidates who meet both state qualifications and local expectations for superintendency, and who exhibit the ability to successfully fulfill the duties of the Superintendent.
3. Applicants should be screened and interviewed by the Committee or a subcommittee thereof.
4. Interviewed applicants should be afforded the opportunity to visit the schools of the District while they are in session.
5. Whenever possible, representatives of the community should be afforded the opportunity to participate in formation of the screening protocol, applicant screening and interviewing, and public interview(s) of any finalist(s).
6. The School Committee, at its discretion, may use the services of any other consultant for recruiting or interviewing candidates.

Revised: June 22, 2011