

## **BOARD PROCEDURE**

**Descriptive Code: CGBA**

### **ADMINISTRATIVE PERSONNEL QUALIFICATIONS**

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**Date: January 24, 2005**

Administrative personnel will be interviewed and rated on the qualifications required for the position. For school leadership personnel, the qualifications are defined as professionalism, demeanor, verbal communication, knowledge of the job, knowledge of instruction, and leadership qualities. Each interviewer shall rate each candidate independently on the rating form provided. The school system reserves the right to transfer existing administrative personnel into openings before vacancies are advertised.

#### **District Administrators**

When selecting district administrators, the interview teams shall be comprised of the members as defined in Policy CGBA and appointed by the Superintendent.

#### **School Principals**

When selecting school principals, the process will be conducted in partnership with the School Council as required by O.C.G.A. 20-2-85 and 20-2-86 and as described below.

1. Advertise School Principal Vacancy
2. **Superintendent of Schools will screen and interview applicants to identify qualified candidates for School Council to interview.**
3. **The Executive Director of Human Resources will meet with School Council to:**
  - a. **review qualifications/job duties for school principal**
  - b. **review complete interview process and notify of finalist(s) to interview**
  - c. **train council members**
    1. **define school council charge**
    2. **discuss legal implications**
    3. **stress confidentiality**
    4. **review interview Do's and Don'ts**
    5. **stress independent rating of candidates**
  - d. **refine interview questions to address any unique needs identified**
  - e. **conduct interview during executive session and complete individual rating sheets for input to Superintendent of Schools**
4. **Superintendent of Schools will review School Council input and make the final recommendation to the Board of Education.**

**ADOPTED: 7-9-02**

**REVISED: 7-9-02, 7-27-04**

**Columbia County Board of Education**