

ADMINISTRATIVE PERSONNEL
QUALIFICATIONSDate: July 24, 2007

Recognizing the importance of hiring effective leadership personnel, the Columbia County Board of Education believes that a team approach to conducting interviews will maximize the selection of quality personnel. The Board encourages the team approach; however, the Board reserves the right to transfer administrative personnel or the recommendation of the Superintendent of Schools into openings before vacancies are advertised.

DISTRICT ADMINISTRATORS

(Deputy Superintendent, Associate Superintendent, Assistant Superintendent)

Initial Interview

- The Superintendent will appoint a committee comprised of a minimum of three school principals (one from each level) and two system-level administrators to screen and interview candidates and provide the individual interviewer ratings to the Superintendent

Final Interview

- The Superintendent, **Deputy Superintendent**, and Associate Superintendent(s) will interview the candidate(s) decided upon by the Superintendent

(Executive Directors, Directors, Coordinators)

Initial Interview

- The immediate supervisor and a committee comprised of three principals (appropriate levels) the Executive Director of Personnel and one other system level administrator appointed by the Superintendent will screen and interview candidate(s)

Final Interview

- The Superintendent (or designee) and immediate supervisor will interview the candidate(s) decided upon by the immediate supervisor.

SCHOOL PRINCIPAL

- The Superintendent, Deputy Superintendent, and Associate Superintendent(s) will screen and interview candidates
- The Superintendent will provide a list of candidate(s) to the School Council
- The School Council will interview candidate(s) and provide individual ratings and comments to the superintendent.
- The Superintendent will make the final decision and recommendation to the Board

Assistant Principals

- The Board of Education recognizes the importance of a strong school administrative team where individual traits, special skills, and competencies of candidates for assistant principal are assessed and considered to assure an optimum leadership team. For this reason, school principals will be allowed the discretion of using a team interview approach or conducting the interviews themselves. The principal will recommend the most highly qualified candidate to the Superintendent of Schools who reserves the right to recommend the selected candidate for Board of Education approval.

PROCEDURE: YES

ADOPTED: 01/28/95

REVISED: 10/01/97, 8/10/99, 10/10/00, 7/9/02, 7/27/04

Columbia County Board of Education