

## **221 RECRUITMENT/APPOINTMENT OF ADMINISTRATORS**

The board shall seek to employ the most competent and qualified persons for all administrative positions. The board, or its designee, shall recruit both within and outside the school district in its efforts to seek and employ competent and qualified persons for administrative positions.

The selection and screening process shall be based on updated job responsibilities, including the essential functions of the position, state certification requirements, educational training, and past experiences, both in and out of the educational field. A set of interview questions shall be developed and used uniformly in interviewing each candidate. Input shall be sought from other administrators and representatives of the professional staff when appropriate.

Employment shall be conditioned on a criminal background check.

Reviewed, revised, and approved by the Board of Education on February 20, 2006