



PERSONNEL

4111.4

Selection Procedures for School Leaders: Principals, Assistant Principals, Directors and Program Leaders

1. The job announcement shall outline specific qualifications as to experience, certification and other requirements.
2. An interview committee, led by the superintendent/assistant superintendent, consisting of two administrators, two teachers, two parents and, if available, two students for leader vacancies at the secondary level will be appointed by the superintendent of schools. The Chairman of the Board of Education will appoint two board members. For each vacancy, a new interview committee will be appointed which will consist of members listed above.
3. The superintendent and assistant superintendent will eliminate all candidates who (a) fail to submit complete applications, and (b) fail to meet the minimum qualifications as identified in the job announcement.
4. The names and credentials of selected candidates will be transmitted to the interview committee members after initial screening and review by the superintendent and assistant superintendent of schools.
5. The interview committee shall meet without delay (as applications and credentials are being collected) to review the task ahead in light of the job description and job announcement, and to reach an agreement upon:
 - a. Criteria for quality selection for the position
 - b. Questions to be used in the interview process
6. The interview committee will identify, in light of criteria for the position, the top candidates for interviews. Members of the Montville Public School staff who meet the qualifications will be extended the courtesy of an interview if deemed appropriate by the committee.
7. Interviews will be held by the interview committee in order to determine the finalists for the position. All notes, rubrics and ratings compiled by the members of the interview committee will be collected and will be held in strict confidence. No data of this type will be added to any candidate's personal file.
8. The superintendent of schools will interview each finalist. The superintendent may elect to include any of the central office staff members in these interviews.

9. Site visits may be scheduled for finalists and members of the interview committee will be invited to participate.
10. The superintendent will recommend the final candidate to the Board of Education. Names of persons serving on the interview committee for the position will be given to the members of the Board of Education.
11. The Board of Education may accept or reject the nomination of the superintendent. The Board may choose to meet with the nominee before acting upon the recommendation. In the event that the Board rejects the nomination, the superintendent, before the next regular meeting of the Board of Education, shall present another nomination. Nothing shall preclude the superintendent from submitting a previously rejected nomination for the second time or from recommending the reopening of the position.
12. All correspondence and communication with candidates under consideration must be handled through the Superintendent's Office.

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