

# **Administration**

## **Selection and Appointment of Superintendent**

**2141**  
pg. 1 of 3

The appointment of a superintendent is the statutory responsibility of the Board. The Board of Education will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community.

### **Consultant**

When the Board of Education starts a search for a new superintendent, it first will decide whether to hire a qualified search consultant. The selection of a consultant will be through a process consistent with the Board's Affirmative Action policies.

### **Search Committee**

The Board, with the help of the consultant (if hired), will establish a search committee. The Board of Education Chairperson will appoint a Board member to chair the committee.

The search committee will seek the advice and counsel of a broad variety of groups within the district.

Where available, the search committee and the Board of Education will seek training related to the issues surrounding an equitable hiring process and recruitment issues. Such training should assist in ensuring a consistent interview process and reducing bias and stereotyping.

The search committee, responding to input from the community, will screen applicants and interview applicants. It will then recommend one or more candidate(s) to the Board for final selection. Final selection will rest with the Board after a thorough consideration of qualified applicants. Prior to interviewing a candidate, a background check of professional qualifications is essential.

The search committee will make its recommendations to the Board based upon the Board's predetermined criteria and the candidate's demonstrated skills which are equated with the responsibilities of the position.

# **Administration**

## **Selection and Appointment of Superintendent - continued**

**2141**  
pg. 2 of 3

### **Time Frame/Budget**

The Board of Education will estimate a time frame for the search and prepare a budget for the search process, including anticipated expenses for all facets of the search, and should be updated as the search progresses.

### **Desired Qualifications, Functions and Responsibilities of Superintendent**

The Board will develop a set of qualifications for the superintendency and prioritize the functions and responsibilities it wishes the superintendent to discharge. If a consultant is employed to assist the Board, the consultant will work in conjunction with the Board to develop a list of qualifications and responsibilities for the superintendency.

The Board of Education and the consultant (if hired) will give appropriate consideration to recruitment of under-represented groups. Recruitment procedures should include sending notices of superintendent vacancies to: college and university placement offices; women's centers or minority affairs offices; superintendent organizations; professional journals; professional associations; and other publications and associations which reach under-represented groups.

Other recruitment sources may include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs.

### **Interviews**

Members of the search committee will select a coordinator to welcome the superintendent candidates.

There may be at least two interviews, one preliminary interview conducted by the search committee and one by the entire Board. All Board of Education members will be given an opportunity to interview all finalists and also be given an opportunity to meet the selected candidate informally before a commitment is made for his or her employment.

### **Superintendent Contract**

A subcommittee of the Board will negotiate the contract with the finalist.

## Administration

**Selection and Appointment of Superintendent** – continued **2141**  
pg. 3 of 3

### Election of Superintendent

A vote of the majority of the Board members present at a Board meeting, for which due notice has been given of the intended action, will be required for the election of the superintendent. (Section 10-157 CGS states that "Employment of a superintendent shall be by election of the board of education." Therefore **the motion** should be to "elect" a new superintendent rather than "appoint" or "hire.")

### Transition

The Board must decide how to best handle the transition period from the time the previous superintendent departs until the new superintendent begins in the district.

#### Legal Reference:

Connecticut General Statutes

10-157 Superintendents. Relationship to local or regional board of education; verification of certification status; written contract for employment; evaluation of superintendent by board of education.