

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

In order to provide the most capable leadership available for this school district, the board will engage in a thorough search for applicants when a vacancy occurs in the position of superintendent of schools. The services of consultants may be engaged to assist in screening candidates to be interviewed by the board. However, the final selection shall rest with the board after a thorough consideration of qualified applicants.

State law requires that a superintendent be appointed for a term fixed by the board, not to exceed five years.

The following procedures will be observed in the recruitment and selection of a superintendent:

1. Applicants will be sought from qualified candidates in as large a geographical area as possible. The vacancy will be announced and/or advertised, and the assistance of the Maine Department of Education may be requested.
2. All applications will be sent to the board chairperson or his/her designee, who will open them and keep them in a confidential file.
3. Acknowledgements of applicants will be sent to all candidates by a form letter. Such form letter for applicants selected to be interviewed will request official transcripts to be sent to the board.
4. One or more meetings of the board will be held, after a sufficient number of applications have been received, for reviewing the applications. Such meetings will be held as executive sessions and only board members will be present.
5. Interviews with candidates may be scheduled by the board or by a committee appointed from among board membership for preliminary screening. The entire board will have the opportunity to be present at interviews with the most promising candidates before a final selection is made.
6. Reimbursement of travel expenses for personal interview of the candidates will be determined on a case-by-case basis prior to the scheduling of the interview.
7. During the selection process, all candidates' applications and files will be held confidential and will be kept in a safe place.
8. Final appointment of a new superintendent will be made at a regular meeting of the board. It will require a majority vote of the entire board membership.

9. The election of a new superintendent must be submitted to the Commissioner of Education for approval.

Current practice codified 1975

Adopted: date of manual adoption

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