

ORGANIZATION AND ADMINISTRATION	RECRUITMENT AND SELECTION OF SUPERINTENDENT	241
Determine Type Of Leadership Needed	1. The School Committee, in approaching the recruitment and selection of the superintendent of schools, will assess the needs of the school district and determine the nature of the process to be implemented. Surveys of constituencies, search committees, and search consultants are potential components of the search process.	
Review of Position Description	2. The School Committee will review Policy 249, the position description for the superintendent. This position description as adopted or modified will be used as a basis for publicity about the vacancy.	
Organizing For Search	3. By official vote, the School Committee will decide from among any or all of the following (or other) options, the manner in which the search for a new superintendent will take place: <ul style="list-style-type: none"> a. Appoint a representative Search Committee composed of one or more School Committee members, administrators, teachers, students, and/or other citizens. b. Appoint a sub-committee of the School Committee. c. Declare itself, the School Committee, to be the Search Committee. d. Employ a consultant to do initial recruiting and screening. 	
Steps In Search Process	4. Those responsible for carrying out the search for a new Superintendent are reminded of the steps involved in the process: <ul style="list-style-type: none"> a. Publishing the notice of vacancy within and outside the schools. b. Collecting applications and receiving credentials of applicants. c. Screening applicants down to a manageable number for interviews and visitations. d. Selecting the candidate and negotiating the terms of employment. 	
Recommendations and Selection Adopted 7/11/79 Amended 1/7/09	5. Regardless of the manner chosen for the search, all choices, which result from the search process come as recommendations to the School Committee. The final choice is made by a majority vote of a quorum at a legally called School Committee meeting.	