

### Administrator Selection Process

1. Administrator notifies superintendent that he/she will not be returning
2. Communication plan is developed by superintendent and principal
  - School board notification occurs by superintendent
  - Timeline and method reviewed for notification of staff, community and students by principal
3. Once an opening exists, superintendent causes the position to be advertised
  - Minimum of five days
  - All qualified applicants accepted
  - If transfers apply, considered in same pool with all applicants
4. Meetings arranged with staff and public
  - Principal responsible for disseminating time/date information
  - Meeting focuses on timeline, input gathering, and process
  - Dates established for providing input to superintendent
5. Files reviewed, pre-screens occur by superintendent
  - Interviews held at District office or at site depending on situation
  - If held at site, public and site council has opportunity for input
6. Recommendation forwarded to School Board for approval