

HUMAN RESOURCES

Recruitment, Selection, and Appointment

Administrative Staff--Promotions and Appointments

I. PURPOSE

To ensure that full, fair, and equitable consideration for administrative positions is granted to all interested and qualified applicants.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This is a new regulation.

III. QUALIFICATIONS FOR ADMINISTRATIVE POSITIONS

The Division Superintendent shall ensure that all persons nominated for promotion meet state licensure requirements and/or other qualifications established for the particular position. Related experience, ability, suitability, and training are additional factors that shall be considered. When possible, a principal or other supervising administrator shall have an opportunity to assist in the selection process of administrative staff members.

IV. PRINCIPAL APPOINTMENTS

A. Participation of Community Representatives

When a principal vacancy occurs, the appropriate cluster assistant superintendent shall invite the appropriate community representatives to identify any special or unique requirements, characteristics, or needs of the school community that should be considered in the selection of the principal.

1. When the vacancy is advertised, the appropriate cluster assistant superintendent shall consider all qualified applicants for promotion by reviewing their resumes and employment histories and shall select for structured job interviews those applicants whose qualifications appear best suited for the school and community. The interview panel shall serve as an advisory group to provide data to the appropriate cluster assistant superintendent and shall include appropriate staff and community members.
2. A principal in the school system may be considered for lateral transfer to a vacancy or may be required to compete in the screening process. In such circumstances, the appropriate cluster assistant superintendent will involve community members in the selection process.

B. Decision Regarding Recommendation for Appointment

1. Following receipt of the recommendation of the appropriate cluster assistant superintendent and the assistant superintendent, human resources, the Division Superintendent shall make the decision regarding the recommendation for appointment.

C. Notification of School Board Members

1. The appropriate cluster assistant superintendent shall contact the appropriate district School Board member(s) to inform the members of the Division Superintendent's recommendation. Then, the assistant superintendent, human resources, shall provide the School Board, by electronic mail, with the name and résumé of the selected candidate.
2. Should objections be raised by any School Board member(s), a meeting to resolve the issue shall be held by the Division Superintendent with the objecting School Board member(s), any other appropriate district School Board member(s), the assistant superintendent, human resources, and the appropriate cluster assistant superintendent. Any remaining unresolved issues shall be decided by the Division Superintendent with input from the entire School Board should the Division Superintendent or the objecting School Board member so request.
3. In the event that the School Board does not concur with the recommendation(s), the Division Superintendent shall make another recommendation and shall again comply with the notification process described above.

V. APPOINTMENT OF MEMBERS OF LEADERSHIP TEAM

Leadership Team members shall be appointed by the Division Superintendent following approval by the School Board. Should a candidate be rejected by the School Board, the Division Superintendent shall make another recommendation.

VI. PROCEDURE REGARDING OTHER APPOINTMENTS

Final selection of administrators and employees other than principals and Leadership Team members shall be made by the Division Superintendent or his or her designee.

VII. EQUAL EMPLOYMENT PLEDGE

All candidates shall be considered on the basis of their merits and qualifications and the needs of the school system. There shall be no discrimination with regard to race, color, religion, national origin, sex, age, marital status, or disability. In each instance, the Division Superintendent and others involved in the selection process shall seek to hire the best-qualified person for the position.

Legal Reference: Code of Virginia, § 22.1-293. School boards authorized to employ principals and assistant principals; license required; powers and duties.

Code of Virginia, § 22.1-297. Assignment of teachers, principals and assistant principals by superintendent.