MSD: Local Hiring Procedures for Administrative Positions

For administrative appointments under this policy, the District shall also follow the local hiring procedures adopted by Millard School District. When an opening occurs, the responsible administrative officer shall coordinate with the Superintendent or District office to confirm that there is an approved job description, an available budget, and that applicable guidelines and policies are being followed. Principal and District Director appointments are also governed by BL-2.

The District office shall advertise or post position openings through the closing date. Certificated positions are ordinarily advertised for a standard two-week period, with reposting for one additional week when necessary. Applicants for certificated positions must have the appropriate teaching or administrative license and endorsements for the position listed, unless the District expands or reposts the position to include provisional educators or uncredentialed applicants with a related bachelor's degree who are willing to obtain the necessary license and credentials at their own expense.

The District office shall collect applications, resumes, and related materials. Applicants who do not follow the required application procedure may be excluded from consideration, and the District office shall screen applications to eliminate applicants who lack required experience or credentials.

Except for Principal or District Director appointments governed by BL-2, after screening, the administrative officer or principal shall identify candidates for interview and, after consultation with the District office, form, provide materials to, and train an interview committee. Committee membership may vary based on the scope of the position, but should be balanced and ordinarily include three to seven members. The committee shall use the same interview questions and process for each candidate, document individual rankings, and observe applicable ADA, equal employment opportunity, and District-policy requirements.

Except for Principal or District Director appointments governed by BL-2, the interview committee assists the administrative officer or principal, but does not make the final recommendation. The administrative officer or principal has final responsibility to make a recommendation to the Board using the relevant information obtained through the hiring process, including interview scores, background and reference checks, application verification, the candidate's resume, education, and experience. No offer of contract or employment may be made by an administrative officer, principal, Superintendent, or Human Resources without Board approval, except for a written conditional offer expressly authorized under BL-3.

Except for Principal or District Director appointments governed by BL-2, the administrative officer or principal shall submit a written recommendation to the Superintendent, with supporting documentation. Supporting materials, including the names of all applicants, shall be available to the Board when it considers approval. If the Board does not find the recommendation acceptable or has unresolved questions, the Board may request additional information or return the recommendation for another recommendation or further justification. After Board approval, the successful candidate shall be contacted and interviewed candidates shall be notified.

Source: MSD Policy 4010, approved 2024.