MSD: Principal or District Director Selection Process and Supervising Administrator

For the hiring of a Principal or District Director, the Superintendent shall serve as the supervising administrator for the selection process. This local provision governs the Principal or District Director selection process and controls over any inconsistent local administrative-hiring language in BL-1.

The Superintendent and Human Resources shall coordinate the posting, application process, screening procedures, interview schedule, committee materials, interview questions, scoring documents, reference review, background-check coordination, recommendation packet, interview file, and candidate notification process. Human Resources may manage administrative tasks and records, but the Superintendent retains supervisory responsibility for the selection process.

The Board shall appoint an Administrative Recommendation Committee for the Principal or District Director vacancy. The committee shall include: (1) two Board members; (2) one current District principal or District Director; (3) two teachers or licensed employees, as appropriate to the position; and (4) two patrons.

The Administrative Recommendation Committee shall participate in the interview and recommendation process using written criteria related to the position requirements. The process shall be uniform, and all applicants shall proceed through the same process and be informed of the criteria and procedures before or at the beginning of the interview.

The two Board members serve as members of the Administrative Recommendation Committee. They do not act separately from the committee and do not make an independent hiring decision. The committee advises the Superintendent.

Human Resources shall maintain the interview file, including the posting, applicant materials, screening records, interview questions, scoring or ranking forms, reference verification, and other required hiring documentation.

The Superintendent shall consider the committee’s advice, interview records, references, background information, credentials, application materials, education, experience, and other relevant information before making a recommendation to the Board.

No employment offer may be made before Board approval, except for a written conditional offer expressly authorized under BL-3. The Board appoints a Principal or District Director only upon the recommendation of the Superintendent.

Source: USBA Model Policy BL; MSD Policy 4010, approved 2024.