Administrative Personnel

Administrative appointment-

All administrators of the District will be appointed by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

In determining which individual to recommend for an administrative position, the Superintendent will consider the advice of an Administrative Recommendation Committee appointed by the Board, which will consist of two board members, one Principal, two teachers and two patrons. Where the administrator will be assigned to work at a specific building, the Superintendent will also consider the advice of the building Principal.

Criteria-

Selection shall be based on written criteria which relate to the position requirements. The selection process shall be uniform, with all applicants undergoing the same process. All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to an interview or at the beginning of the interview.

BL Appendix A - Local Hiring Process Records

The following local hiring records from MSD Policy 4010 are retained as administrative records or templates supporting the appointment process. The District may update forms administratively so long as the updated forms preserve the required local process.

Source: MSD Policy 4010, approved 2024.

Certification-

All personnel selected must be appropriately licensed by the State Board of Education to serve in an administrative position requiring licensure before they can receive any salary from the District.

An administrator who is assigned as a principal, vice principal, or assistant principal must have a current educator license and a school leadership license area of concentration.

Utah Admin. Rules R277-309-4(16) (June 8, 2026) Utah Admin. Rules R277-305-2(2) (December 8, 2025)