

## 303.2 - Administrator Qualifications, Recruitment, Appointment

**Adoption Date:** 06/22/2021

**History:** 2/8/22 (updated), 12/13/22 (reviewed), 11/14/23 (reviewed), 11/12/24 (reviewed), 7/1/25 (updated), 7/22/25 (updated)

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district. The board employs all administrators but evaluates and supervises only the superintendent.

While the superintendent is responsible for recommending personnel to the School Board for approval, and for directing personnel day-to-day, School Board members may shall participate in the interview process for certain central office administrative positions, which include central office administrators and may participate in building lead principal processes.

The Superintendent or designee will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the Superintendent or designee will consider the veteran status of the applicants. The Superintendent or designee will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the Superintendent or designee will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent or designee to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's or designee's recommendation.

### PROCEDURE

- The Superintendent or Chief Human Resources Officer will inform the School Board of vacancies for the positions designated in this policy
- Up to     School Board members may participate in the interview committee(s). School Board members to be selected using the participation schedule in Board Policy 200.3R1
- The Chief Human Resources Officer is responsible for the hiring protocol and procedures including the following required elements, but not limited to:
  - Posting of the vacancy and job description
  - The screening of applicants to be interview
  - Standard interview process
  - Reference, licensure and background check(s) for recommended candidate

- Only applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position will be considered.
  - Qualifications, credentials and records of the applicants will be considered without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, or disability
  - In keeping with the law, the veteran status of the applicants will also be considered.
  - The school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board will also be considered
- The process will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making a final recommendation.
- Board Members will have at least 48 hours to provide questions about the candidate to the Superintendent or Chief Human Resources Officer before the recommended candidate is placed on a Board Agenda for consideration made an offer for the position.
  - The name of the recommended candidate shall remain confidential, to the extent allowed by law, until placed on a Board Agenda for consideration at a regularly scheduled Board Meeting
- As part of the recommendation of a preferred candidate to the School Board, the superintendent or Chief Human Resources Officer shall provide the Board
  - The resume of the recommended candidate
  - The number of applicants and number of candidates interviewed
  - A summary of the interview process, without candidate names or identifiable information, except for the recommended candidate, as permitted by law

**Policy References:**

Legal Reference:

Iowa Code §§ 279.8,  
.21. 281 I.A.C. 12.4.