

Policy 2120: Superintendent Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 10/22/2002 | **Last Revised Date:** 09/14/2021 | **Last Reviewed Date:** 09/14/2021

The Governing Board recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals
2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process
8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected
10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

The Board shall not employ a Superintendent who does not meet the minimum qualifications listed by the Board in its posting of the position. Those minimum qualifications will include experience in fiscal oversight of a district with either the size or complexity of the PRJUSD. The employment contracts for both the Superintendent and Assistant Superintendent, Business Services, will include specific language permitting the Board to terminate the contracts of each should the district fall into negative certification with the San Luis Obispo County Office of Education.

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment
Ed. Code 220	Prohibition of discrimination
Ed. Code 35026	Employment of district superintendent by certain district
Ed. Code 35028	Qualifications for employment
Ed. Code 35029-35029.1	Waiver of credential requirement
Ed. Code 35031	Term of employment
Ed. Code 44420-44440	Revocation and suspension of credentials
Gov. Code 11135	Unlawful discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 53260-53264	Employment contracts
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.1	Closed session, public report of action taken

Federal	Description
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20 USC 1681-1688

28 CFR 35.101-35.190

29 USC 794

34 CFR 100.6

34 CFR 106.9

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

Management Resources

Website

Website

Website

Website

Website

Title IX, 1972 Education Act Amendments

Americans with Disabilities Act

Rehabilitation Act of 1973, Section 504

Compliance information

Dissemination of policy

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964, as amended

Title VII, Civil Rights Act of 1964, as amended

Description

[Association of California School Administrators](#)

[California Department of Fair Employment and Housing](#)

[CSBA](#)

[U.S. Department of Education, Office for Civil Rights](#)

[U.S. Equal Employment Opportunity Commission](#)

Cross References

Code

0100

1000

1220

1220

2000

2110

2111

4032

4111.2

4111.2

4211.2

4211.2

4212.5

4212.5-E(1)

4311.2

4311.2

9000

Description

[Philosophy](#)

[Concepts And Roles](#)

[Citizen Advisory Committees](#)

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