

# GCE-R2 Staff Nomination Procedures

File: GCE-R2

## STAFF NOMINATION PROCEDURES

A. The superintendent and/or his/her designees, as determined by the superintendent, will establish a job-related screening committee.\* The screening committee may take several forms: (for example)

1. Teachers, principals, superintendent, assistant superintendent, directors; or
2. Principals, superintendent, assistant superintendent, directors.

B. The applicants who have been selected for additional consideration will be requested to present themselves for an interview by the screening committee and, when appropriate, to visit the school system.

C. The interview will be structured to include a variety of previously written job-related questions with some expected responses that are consistent with the philosophy and goals of the school district and are applied in all interviews for a particular job. (A rating form has been developed to assist in this process.) The structured interview is a selection procedure that may include both oral and written questions. Following are some characteristics of the process: 1. Inquiries will be based exclusively on job duties and requirements critical to job performance; and

2. Inquiries will rely on four basic types of questions: hypothetical; job knowledge; job sample or job simulation; and worker requirements.

D. Following the interview(s) with the screening committee, the building principal(s) shall recommend a candidate to the superintendent or his/her designee.

E. The written recommendation will include a copy of the job description, goals, expectations, candidate's qualifications and a statement supporting the selection. Should the superintendent fail to nominate the candidate recommended, additional recommendations will be made until a successful candidate is selected.

F. The superintendent or his/her designee will interview the candidate(s) recommended.

\*Criteria for screening are as follows:

1. Use of English, written and oral;
2. Previous evaluations;
3. Grade point averages;
4. Courses taken (professional preparation);
5. Health;
6. How well does the applicant match the position;
7. How well does the applicant match the community;
8. Experience
9. Competency;
10. Commitment to total school program.

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