

Recruitment and Appointment of Superintendent

The appointment of a Superintendent is the legal responsibility of the Board. The Board of Education may choose to first consider certified and qualified internal candidates prior to conducting an active search to find the person it believes can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. Efforts will be made to increase recruitment of underrepresented groups, including but not limited to women, minorities, and people with disabilities, through the use of nontraditional sources. Applicants who can best fulfill the role will be sought from within and outside the District.

Recruitment of Superintendent**1. Consultant**

When the Board of Education starts a search for a new Superintendent, it may hire a qualified search consultant. The selection of a consultant will be through a process consistent with the Board's affirmative action policies.

2. Time Frame/Budget

The Board of Education will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

3. Desired Qualifications, Functions and Responsibilities of Superintendent

The Board in collaboration—with the search consultant, if applicable, will develop a set of qualifications and prioritize the functions and responsibilities associated with the Superintendent's position.

The Board of Education and the consultant, if applicable, will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices; women's centers or minority affairs offices; Superintendent organizations; journals; associations; and other publications and associations which reach underrepresented groups. Other recruitment sources also include local news media; local community organizations; newspapers; newsletters; and specialized employment programs. A network of people who have access to contact with underrepresented groups of candidates will be established and maintained.

4. Interviews

A background check of professional qualification is essential.

There may be two (2) to three (3) interviews - one (1) preliminary interview conducted by the consultant and others by the entire Board. All Board of Education members will interview all final candidates. All Board members will also be given an opportunity to informally meet the proposed candidate before a commitment is made for his or her employment.

5. The Board's Negotiation subcommittee will negotiate the contract with the finalist.
6. The Board will hire the new Superintendent.
7. The Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first three (3) months with the new Superintendent).

Appointment of Superintendent

A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

The Board may employ an Acting Superintendent, properly certified or not, for a probationary specified period, not to exceed one (1) school year, with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown. During such probationary period, the Acting Superintendent shall assume all duties of the Superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the State. At the conclusion of the probationary period, the Board may request the Commissioner of Education to grant a waiver of certification, if not properly certified, for the Acting Superintendent, allowing the Board, if desired, to appoint the Acting Superintendent as the District's permanent Superintendent.

Legal References: Connecticut General Statutes § 10-157, as amended
 Connecticut General Statutes § 10-222

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