

Article 2
Administration
BP 2120

Superintendent Recruitment And Selection

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

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07 (cf. 2000 - Concepts and Roles)

08 (cf. 2110 - Superintendent Responsibilities and Duties)

09 (cf. 2111 - Superintendent Governance Standards)

10 (cf. 9000 - Role of the Board)

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

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15 1. The District's current and long-term needs, including a review of the District's vision
16 and goals.

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18 (cf. 0000 - Vision

19 (cf. 0100 - Philosophy)

20 (cf. 0200 - Goals for the School District)

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22 2. The desired characteristics of a new Superintendent, including professional
23 experience, educational qualifications, leadership characteristics, philosophy of
24 education, and other management, technical, interpersonal and conceptual skills, as
25 well as the priorities the Board wants to place on different abilities, traits and levels of
26 knowledge.

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28 3. The scope of the search, including whether to promote from within the District or
29 broaden the search to include both internal and external candidates and, if external
30 candidates will be considered, whether to conduct a statewide or nationwide search.

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32 4. The salary range and benefits to be offered.

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34 5. Basic elements to be included in the Superintendent's contract.

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36 6. Whether to hire a professional adviser to facilitate the process.

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38 7. How and when to involve the community in certain phases of the selection process.

39 (cf. [1000](#) - Concepts and Roles)

40 (cf. [1220](#) - Citizen Advisory Committees)

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42 8. The best methods for advertising the vacancy and recruiting qualified candidates.

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44 9. The process for screening applications and determining how the screener(s) will be
45 selected.

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47 10. Interview questions, processes and participants.

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49 11. How and when candidates' qualifications will be verified through reference checks.

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51 (cf. [4112.5/4212.5/4312.5](#) - Criminal Record Check)

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53 12. Other actions necessary to ensure a fair selection process and a smooth transition
54 to new leadership.

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

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

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64 The Board shall interview preliminary and final candidates in closed session and
65 determine the most likely match for the District.

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

71

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

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76 The Board shall deliberate in closed session to affirm the selection of the candidate
77 and shall report the selection in open session.

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79 (cf. [2121](#) - Superintendent's Contract)

80 (cf. [9321](#) - Closed Session Purposes and Agendas)

81 (cf. [9321.1](#) - Closed Session Actions and Reports)

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

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86 (cf. [4030](#) - Nondiscrimination in Employment)
87 (cf. [4032](#) - Reasonable Accommodation)
88 (cf. [4111.2/4211.2/4311.2](#) - Legal Status Requirement)
89 (cf. [9011](#) - Disclosure of Confidential/Privileged Information)
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91 As necessary, the Board may appoint an interim superintendent to manage the District
92 during the selection process.
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94 Legal Reference:
95
96 EDUCATION CODE
97 [220](#) Prohibition of discrimination
98 [35026](#) Employment of superintendent by board
99 [35028](#) Certification
100 [35029-35029.1](#) Waiver of credential requirement
101 [35031](#) Term of employment
102 [44420-44440](#) Revocation and suspension of certification documents
103 GOVERNMENT CODE
104 [11135](#) Unlawful discrimination
105 [12900-12996](#) California Fair Employment and Housing Act
106 [53260-53264](#) Employment contracts
107 [54954](#) Time and place of regular meetings
108 [54957](#) Closed session personnel matters
109 [54957.1](#) Closed session, public report of action taken
110
111 CODE OF REGULATIONS, TITLE 2
112 [7287.6](#) Terms, conditions and privileges of employment
113 UNITED STATES CODE, TITLE 29
114 [794](#) Section 504 of the Vocational Education Rehabilitation Act of 1973
115 UNITED STATES CODE, TITLE 42
116 [2000d-2000d-7](#) Title VI, Civil Rights Act of 1964
117 [2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended
118 [2000h-2000h-6](#) Title IX, 1972 Education Act Amendments
119 [12101-12213](#) Americans with Disabilities Act
120 CODE OF FEDERAL REGULATIONS, TITLE 28
121 [35.101-35.190](#) Americans with Disabilities Act
122 CODE OF FEDERAL REGULATIONS, TITLE 34
123 [100.6](#) Compliance information
124 [106.9](#) Dissemination of nondiscrimination policy
125 Management Resources:
126 CSBA PUBLICATIONS
127 Maximizing School Board Governance: Superintendent Selection and Employment
128 WEB SITES
129 CSBA: <http://www.csba.org>
130 ACSA: <http://www.acsa.org>
131 Equal Employment Opportunity Commission: <http://www.eeoc.gov>
132 Office of Civil Rights: <http://www.ed.gov/offices/OCR>

133 Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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135 CSBA: (7/01) 3/02

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137 Adopted: _____

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