**ADD TO WAYNE COMMUNITY SCHOOLS POLICIES**

**Policy 8121**

**BOARD OPERATING PROCEDURES**

**Hiring a Superintendent**

The Board shall employ a Superintendent of Schools to administer the educational program of the Wayne Community Schools in accordance with the policies and directives of the Board.

The following procedure will be used for the selection and employment of the Superintendent:

1. Board acceptance of a resignation or a receipt of a retirement letter from the Superintendent, death of the superintendent, or a letter of termination directed to the Superintendent by the Board upon a two-thirds vote of all Board members shall cause the process for the employment of a Superintendent to begin.
2. The Board shall review and approve criteria for selecting a Superintendent. Such criteria shall include at minimum the existing job description of the superintendent and the current District goals.
3. The Board shall review and approve procedures for selecting a Superintendent. Such procedures shall include but not be limited to decisions to: 1) hire internally or externally; 2) make use of search consultants; 3) specify the involvement of the professional staff (certified and classified), the student body and members of the community; 4) develop appropriate advertisement; 5) determine procedure for screening, selecting and interviewing finalists, and 6) making the final selection.
4. The Board will determine salary range, fringe benefits, term of office, job description and time lines for evaluations.
5. The Board will set a timetable for the hiring process.
6. The Board, or the Board’s designee, will advertise the position.
7. The Board, or the Board’s designee, will screen the applicants and select the finalists. The Board may further screen the selected finalists.
8. The finalists will be interviewed.
9. The Board will verify conclusions about the finalists by means of reference checks, community visitation, and documentation of recent health examinations.
10. The Board may recall candidates it wishes to interview again before making a final selection. The candidate selected will be contacted by the President and Secretary to confirm the candidate acceptance of the position and the contract terms and conditions prior to the presentation of the contract to the Board for approval.
11. The Board will elect the Superintendent at a regular Board meeting by a majority vote of all members of the board. The Superintendent elect shall be notified as to the date of the Board meeting in order that any public announcement will be coordinated with the Superintendent elect.
12. The Board President shall notify all unsuccessful applicants of the election of the Superintendent.
13. All application materials for finalists who were not selected shall be retained in the District’s central office for a period of three years after the date of the applications.
14. All application materials, a copy of the contract, and all subsequent contracts and related personnel materials of the Superintendent-elect shall be retained at the office of the District’s counsel.