

## Policy 3300

### Administrative: Personnel Selection

#### A. General Requirements

1. All administrators of the District will be appointed by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.
2. Appropriate, objective screening and selection procedures shall be used to ensure that candidate's rights are protected, and the best available candidate is recommended.
3. Job descriptions and application requirements shall be developed and advertised ~~which that~~ are related to the position. The selection process shall be consistent for all applicants.
  - a. Each potential candidate for employment must complete the appropriate application process for the specific position.
  - b. Applicants will be screened by the Superintendent, or designee. The most qualified persons will be selected to interview for the position.
  - c. The most qualified individual, based on their application, qualification, experience, interview, and references, shall be selected.
4. All personnel selected must be appropriately certificated in CACTUS or in a qualifying university program before they can receive any salary from the District.

#### B. Transfers

1. Superintendent-Initiated Transfers
  - a. Administrators in Box Elder School District may be transferred as determined appropriate by the Superintendent or designee. At the discretion of the Superintendent or designee, transfers will be made prior to selecting administrators for vacancies.

- b. Superintendent-initiated transfers may be to other administrative positions on the District's administrative salary schedule. If an administrator is transferred to a position with a lower base salary, their current base salary will be frozen, with Cost-of-Living Adjustments (COLA) applied, until the lower base salary aligns with the appropriate step and lane.
  - 1) Activity Supervision Stipends from the previous assignment are excluded from this process and will not transfer.

## 2. Administrator Initiated Transfers

- a. Administrators desiring a transfer to a different assignment for the next school year need to notify the Executive Director of Human Resources on or before January 15. When vacancies occur other than at the end of a school year, administrators desiring a transfer to such vacancies must notify the Superintendent within 10 days of notification of such vacancies.
- b. Administrator Initiated Transfers will correspond to the lane and step on the salary schedule for the position to which they apply and are appointed.

## 3. Wherever possible, transfers to assignments will be avoided which result in the administrator:

- a. being in a school where a close relative or companion is also employed [Policy 1037 Employment/Assignment of Relatives \(Nepotism\)](#)
- b. being in a school **for** less than three years.

## 4. The Superintendent shall submit a list of proposed transfers to the Board prior to announcing said transfers.

## 5. The Board shall approve a list of administrative transfers in an open meeting.

## C. New Hires

- 1. All positions not filled through the transfer process as outlined above will be filled as a new hire. Current Box Elder School District employees and out of District candidates are welcome to apply for and participate in the new hire process for open administrative positions.
- 2. District Office Administrative Personnel

- a. Administrative positions within the District Office are considered the Superintendent's staff. As such, the manner of screening, selecting, and recommending District Office administrative personnel to the Board are the sole responsibility and prerogative of the Superintendent.
  - b. An interview committee, under the direction of, and selected by, the Superintendent or designee, will be formed. **For District-level administration positions, one Board Member will be on the hiring committee. The Superintendent and Board President will work together to assign the Board Member to the committee.**
  - c. The Superintendent or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.
  - d. The Superintendent or designee, will be responsible for setting up interviews and notifying applicants.
3. Elementary/Secondary Principals, Assistant Principals, AP/Activity Directors, and Interns
- a. An interview committee, under the direction of and selected by the Assistant Superintendent of Elementary/Secondary Schools or designee, will be formed.
  - b. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.
  - c. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will be responsible for setting up interviews and notifying applicants.
  - d. Following the interview process, the Assistant Superintendent of Elementary/Secondary Schools will meet with the Superintendent (if he or she was not a member of the committee) and make recommendations for hire. Should a person nominated by the Assistant Superintendent of Elementary/Secondary schools be rejected by the Superintendent, it shall be the Assistant Superintendent's duty to make another nomination.