

BOARD POLICY 221.1

**SWALLOW SCHOOL DISTRICT
BOARD OF EDUCATION POLICY**

HIRING PROCEDURES – ADMINISTRATION

Upon determining that a vacancy exists in the administrative staff FTE allocation; either through retirement, resignation, termination or the creation of a new position; the Superintendent shall develop a plan for filling the vacancy. The plan should include the following items with a timetable for accomplishing these tasks:

- Post the position
- Review applications of duly licensed and certified candidates
- Conduct interviews of highly qualified applicants
- Consult references
- Complete a background check
- Offer the position
- Place position on the agenda of the next Board of Education meeting to officially hire the new administrator

Once the position is accepted, the Superintendent will confirm the hiring with the Business Office. The new administrator will be provided with all necessary employment forms, as well as a position description. The salary and fringe benefit package will be negotiated on an individual basis, based on, but not limited to: qualifications, experience, and educational background.

ADOPTED: December 20, 2007
EDITED: February 17, 2010, May 16, 2012

Confirmed by: _____, President

_____, Clerk