

SUPERINTENDENT SELECTION, RECRUITMENT, and APPOINTMENT

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school board and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The candidate shall have demonstrated qualities of leadership, executive ability, personality and character consistent with the position, and should set a high standard in the field of public relations.

The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board. The school board may, at its discretion, use a screening committee with representation of any or all of the following: the community, staff and student body.

Following screening of applications, the board shall invite a certain number of applicants for personal interviews. It is customary to pay all expenses of candidates invited to come for interviews.

- B. The school board may contract for assistance in the search for a superintendent. In the employment of a new superintendent, the Board of Education shall avail itself of the resources at its command which will provide a list of approved candidates, such as placement bureaus of the state, colleges, and universities.

- C. The Board of Education realizes that it is important to attract able persons to the superintendency by making the rewards of the position commensurate with its challenges. The Board of Education further realizes that it is increasingly important to free the superintendent from the pressures of groups in the community by insuring his/her security from the threat of sudden unjustified dismissal.
- D. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy. The Board of Education shall recognize that while it is a policy making body, the execution of policy is properly delegated to employed professional administrators.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

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