



Book	Exhibits
Section	9000 BYLAWS OF THE BOARD
Title	Administrator Selection Process
Code	E 9000b
Status	Policy Comm Review
Last Revised	June 1, 2015
Last Reviewed	June 4, 2018

### **Selection of a Site Administrator**

#### **Contact Information:**

Superintendent information will be provided as openings occur.

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#### **Process**

1. Administrator resigns/retires, position opens.
2. Meeting held with staff, site council, PTA/PTO, public to discuss timeline input gathering and process.
  - o Contact Person selected at site \_\_\_\_\_.
3. Input due regarding characteristics, priorities and possible questions by:  
\_\_\_\_\_
  - o Site Councils, groups, individuals email or fax input to Superintendent.
4. Role in recruitment.
5. Files reviewed, pre-screened at District level using information from site.
6. Interviews scheduled at site \_\_\_\_\_.
  - o Audience has opportunity for written input on each candidate.
  - o Set slate of questions.
  - o Internal candidates equal to external.
  - o Names public once interviews begin.
  - o Telephone interviews.
7. Role in reference checks.
8. Superintendent makes selection, opportunity for input at Board meeting.
  - o Board acts on recommendation (action item).
  - o If internal candidate already under contract, Board notified (public comment).
9. Assistant principal vacancies will have modified process.
  - o Pre-feedback step condensed.
  - o Greater involvement of principal.

10. Regional administrator and shared administrator vacancies will have modified process.