

## RECRUITING AND HIRING OF THE SUPERINTENDENT PROCEDURES

### 1. Job Description Development/Review

A Search Committee may be employed to assist the School Committee in the superintendent search process. Among its duties is to prepare a survey to obtain input from Wells-Ogunquit Community School District administrators, teachers, support staff, community members, Wells-Ogunquit Community School District School Committee members, and other town officials. This is to contribute toward determining the attributes and qualifications (criteria) which are perceived to be currently appropriate and of highest priority in the selection process.

The Wells-Ogunquit Community School District School Committee shall participate as a full group of six in the search process, but shall include the assistance of additional persons (staff and community members) in the screening of applications and to conduct the first round of interviews. Input received through meetings and the above survey is to be considered. Utilizing the results, the Wells-Ogunquit Community School District School Committee is to review and revise the job description based on current perceived needs.

To contribute to this process, the Search Service is to provide a draft revised job description which includes:

- Maine certification for the superintendency as the basic requirement,
- A listing of criteria (skills, knowledge, and abilities) according to the priorities indicated by the input received; and
- A comprehensive set of duties/performance responsibilities, also listed in corresponding priority.

### 2. Recruitment

The vacancy is to be advertised to attract a wide pool of candidates, as follows:

- a display ad is to run twice each in the BOSTON GLOBE and the two major Maine weekend newspapers; and
- a notice is to appear at least once in a publication distributed to Maine superintendents and assistant superintendents;
- notices are to be mailed to other possible sources of potential candidates, such as education-related organizations and professional associations, educational administrative programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

### 3. Screening

The Search Service shall receive, compile, and determine completeness of all application materials.

After receiving orientation on confidentiality and equity issues from the Search Service, the Screening Committee (the Wells-Ogunquit Community School District School

Committee members and staff and community representatives) is to review every application.

The Screening Committee is then to select candidates for initial interviews (usually 8-12) based on the degree to which applicants meet the criteria and demonstrate the skills, knowledge, and abilities required by the position.

Applicants not selected for interviews are to be notified.

#### 4. Interviewing

The Wells-Ogunquit Community School District School Committee is to provide for orientation by the Search Service for the Interview Committee (staff and community representatives) on:

- the process, techniques and legal aspects of interviewing;
- appropriate criteria and the nomination/hiring process; and
- confidentiality and equity issues.

The Interview Committee is to:

- ask interview questions reflecting the criteria and duties/responsibilities of the superintendency,
- ask the questions of the candidates to the extent feasible in uniform order, by the same questioners, and
- provide an opportunity for all candidates to respond to the same questions.

#### 5. Selection

The Interview Committee is to:

- assess each candidate on the same basis, focusing on the criteria and the job duties/responsibilities;
- select a number of candidates (approximately 5) for the Wells-Ogunquit Community School District School Committee to further interview; and

The Wells-Ogunquit Community School District School Committee is to:

- receive an orientation similar to that given the Interview Committee;
- select interview questions reflecting the criteria and duties/responsibilities of the position;
- conduct interviews for all finalist candidates;
- arrange opportunities for finalist candidates to visit and become acquainted with Wells-Ogunquit Community School District;
- assess each candidate on the same basis, focusing on the criteria and the duties/responsibilities;
- obtain additional information as warranted and available, make any reference checks needed and visit current work site(s) as appropriate; and
- select the candidate who in its judgment is best qualified for the position.

## 6. Employment

After providing courtesy notification to those who assisted the Search Committee, and following agreement on employment terms with the successful candidate, the Wells-Ogunquit Community School District School Committee is to make the appointment and approve the employment contract in an appropriately called public meeting.

## 7. Notification

Immediately following execution of the contract, the other finalist candidates are to be notified.

## 8. Orientation and Evaluation

The Wells-Ogunquit Community School District School Committee is to provide the new superintendent with an orientation.

The system of evaluation of the superintendent is to be reviewed by the Wells-Ogunquit Community School District School Committee and the new superintendent to ensure that it is understood by each party.

## 9. Record Keeping

For a period of three years the Wells-Ogunquit Community School District School Committee is to provide for the maintenance in secure files of all applications as well as documentation of the screening-interviewing process.

## 10. Confidentiality

Throughout and following the superintendent hiring process, the Wells-Ogunquit Community School District School Committee is to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101).

Moreover, the Wells-Ogunquit Community School District School Committee is to assume responsibility for providing adequate orientation regarding such maintenance of confidentiality for appropriate others whom the Wells-Ogunquit Community School District School Committee may have chosen to involve.

Adopted by the Wells-Ogunquit C.S.D. School Committee: 03/23/94  
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