

## **HIRING OF INSTRUCTIONAL STAFF**

For Teaching Positions the following steps will be in place:

Either a letter of resignation is accepted by the School Board from the previous position-holder, the previous position-holder's contract could be non-renewed (creating a vacancy), or the School Board may agree to create a new position.

The Superintendent is charged with advertising the position as he/she sees fit. Options may include [servingschools.com](http://servingschools.com), The Bangor Daily News, The Portland Press Herald, The Boston Globe, The Wind, and placement offices at UMO, USM, UMF.

The Superintendent is charged with setting up an appropriate timetable for advertising and interviews.

The Superintendent is charged with setting up the interview committee. The committee should be representative and should include the following: 1 or 2 administrators (Superintendent, School Leader), 1 or 2 School Board members, 1 or 2 teachers, 1 or 2 parents/community members. When it shakes down, the committee should be an odd number, if possible. Either the Superintendent or the School Leader should run the committee from the beginning until the end of the process. The head of the committee will be referred to as the Administrator.

Concerning community member/parent representation, the Superintendent will solicit interest, usually with an ad in The Wind. The Superintendent will choose the community/parent representatives based upon the particular expertise that they might bring to the interview committee. All community members/parents who have expressed an interest will be contacted concerning their status. It is the intention of the Superintendent not to choose the same community members/parents over and over, but to get new people involved at the committee level whenever possible.

The Administrator should call everyone on the committee and inform them of the first commitment to this process which is to meet and look over the applications. The Administrator is in charge of picking a day and time for this meeting after application deadline has closed.

At the first meeting, the Administrator should inform the committee about the strict confidentiality of this process and he/she should review the hiring process as is indicated by State law. The Committee's job is to RECOMMEND a candidate to the Superintendent. The Superintendent can either accept that recommendation, or ask for another one. The Superintendent's job is to NOMINATE a candidate to the School Board. The School Board must vote on the Superintendent's nomination. If the School Board votes the Superintendent's nomination down, the Superintendent may elect to offer the Board another nomination at the same meeting, or he/she may elect to get back together with the committee and present a new nomination at a later meeting. If the School Board votes for the Superintendent's nomination, they are voting to HIRE the

candidate. The hiring is not complete, however, until the candidate SIGNS A CONTRACT.

The goals of the first Committee meeting are: to familiarize the Committee with the process, to stress confidentiality, to allow all Committee members to look over the applications, to decide which candidates the Committee wants to interview, to agree to a schedule of interviews, and to generate a list of potential interview questions.

The Administrator then calls all the candidates to be interviewed and sets up the schedule. This can get tricky with ferry schedules, so the Administrator may have to make adjustments in the proposed schedule and get back to the Committee members accordingly.

The Administrator's next task is to put together a typed list of interview questions derived from past school interviews, new questions which have been generated by this Committee, and any questions which particularly pertain to this open position. The school will have a list of traditionally-used interview questions on file to work from.

The Administrator is also in charge of figuring out the logistics of getting the candidate from the mainland to school.

The Administrator is then charged with engaging a student to tour each candidate around the school either before or after his/her interview.

The Committee needs to arrive 20 minutes before the first interview is scheduled to assign questions and to deal with any last minute details.

Each interview should last about 45 minutes – 1 hour. The interview should start with introductions. The Administrator will then ask the first question. The Administrator will also wrap up the interview and give indications about the decision timetable.

The Committee should not talk amongst themselves and share their impressions of the candidates between candidates.

When all interviews are over, the Administrator will attempt to get consensus from the Committee on their preferred candidate. One way to do this is for everyone on the committee to indicate the order of their choices in writing and for the Administrator to take that information and add it up on a white board. Usually, this crystallizes the discussion by eliminating several candidates. The Administrator has to force the Committee to some sort of closure before they leave the interview room. Whatever decision is made after the interviews is subject to change based upon reference checks by the Administrator.

The Administrator will call all references from each candidate who remains in serious consideration after the interviews and after Committee discussion. That means at least three calls for each person. If the Administrator has any informal contacts which might

shed light about a candidate, he/she should also pursue them. Only the designated Administrator will call references.

The Administrator then calls the committee back together after the reference checks have been completed. If there was a clear number one choice after the interviews and the reference checks simply confirmed that, the Administrator can touch base with the Committee by phone. If not, the committee needs to make a decision about which candidate they will recommend to the Superintendent.

The Administrator, if it's not the Superintendent, fills the Superintendent in on the process to date and gets an indication on whether the Superintendent is prepared to nominate the first choice candidate.

If the Superintendent supports the choice, he/she then calls the candidate and offers to nominate him/her to the School Board. If the candidate accepts, the Superintendent will nominate him/her at the next Board Meeting. If the candidate declines, the Superintendent determines whether to nominate the second choice or whether to re-advertise the position.

When the School Board votes to hire the candidate, on the Superintendents nomination, the Business Manager then assembles the District paperwork for the candidate, including a contract. Once the contract is signed, the process is over and the candidate is hired and is an employee of MSAD #8.

Legal Reference: 20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative  
Action  
GBJC - Retention of Application Materials

Adopted: \_\_\_\_\_4-13-09\_\_