



## **HIRING ADMINISTRATORS AND SUPERVISORS (HUM-P013)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process by which the Clarksville-Montgomery County School System (CMCSS) fills vacancies for both its Administrator and Supervisory positions.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Chief Human Resources Officer

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Schools

### **4.0 DEFINITIONS:**

- 4.1 Administrator/supervisory personnel: For the purpose of this procedure, includes Principals, Assistant Principals and any position outside of the bargaining unit to which direct supervisory responsibilities are assigned. The position of the Director of Schools is not filled by the procedures described in this policy.
- 4.2 Structured Interview: Interview process using questions developed on commonalities of answers of successful and unsuccessful administrators. Human Resources staff who conduct such interviews receive specific training in the process.
- 4.3 Interview Committee: Team of individuals selected by the Chief Human Resources Officer to conduct interviews for administrator and supervisory positions. Individuals are trained to use questions developed on commonalities of answers of successful and unsuccessful administrators.
- 4.4 Merit List: List developed by the Human Resources Department that determines Priority for interviewing administrator/supervisory candidates for a given job opening.

### **5.0 PROCEDURE:**

- 5.1 The Director of Schools decides whether administrator/supervisory positions need to be established and filled or whether vacancies for such existing positions need to be filled.
  - 5.1.1 The Director of Schools approves all new positions or classification changes.
  - 5.1.2 The Director of Schools decides whether to make an appointment to the position or whether the Human Resources Department will announce the vacancy.
    - 5.1.2.1 If applicable, the Human Resources Department issues a formal Announcement of the Vacancy noting that the position will remain open until filled.
- 5.2 Internal applicants submit a written letter of interest and a current resume to the Human Resources Department.



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- 5.3 External applicants submit a written letter of interest, complete application, and current resume to the Human Resources Department.
- 5.4 The Human Resources Department determines whether applicants meet the minimum qualifications for the position.
- 5.5 The Human Resources Department conducts structured interviews and develops the merit list for determining priority for candidate interviews.
- 5.6 The Chief Human Resources Officer selects and the Director of School approves selection of Interview Committee.
- 5.7 The Interview Committee performs the following functions:
  - 5.7.1 Reviews the applicants' application, resume, and personnel file (if available).
  - 5.7.2 Interviews applicants.
  - 5.7.3 Submits recommendation(s) to the Director of Schools.
- 5.8 The Director of Schools is given the complete file on all candidate(s) interviewed by the Interview Committee.
- 5.9 The Director of Schools reviews candidates' files and may:
  - 5.9.1 Appoint a submitted candidate; OR,
  - 5.9.2 Interview submitted candidates interviewed by the Screening Committee; OR,
  - 5.9.3 Direct that the position remain open, request additional recommendations from the Interview Committee, and if necessary direct that the position be re-advertised.
- 5.10 The Human Resources Department notifies applicants by email of the action taken by the Director of Schools.
- 5.11 Applications of candidates not selected for administrator/supervisory positions remain in the applicant pool in an active status for a period of one year. Applicants may request that their application be renewed on a yearly basis.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Applications and associated documents

### **7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
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|---------------------------------------|-----------------|--------------|-----------|---|
| Applications and associated documents | HR Storage Room | Indefinitely | Permanent | Secured Storage area; key controlled access |
|---------------------------------------|-----------------|--------------|-----------|---|

### **8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 10/18/04     |             | Initial Release   |
| 2/24/05      | A           | Add 4.2, specify by email in 5.10, add 5.11.1 & 5.11.2                                |
| 1/19/07      | B           | Rewrite procedure to include Structured Interview, Interview Committee and Merit List |

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

# Hiring Administrators and Supervisors Flowchart

