

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4100-02
SUBJECT: RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL	DATE OF ISSUE: 01/30/81 REVISIONS: 09/19/02; 12/03/09; 03/01/12; <hr/> 09/07 /23 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

When administrative vacancies occur, it is necessary to have a systematic method for interviewing and selecting applicants for recommendation to the Board of Education. A screening committee will be established for each administrative vacancy. The membership and the responsibilities of the committee are as follows:

II. SCREENING COMMITTEE:

The Administrative Screening Committee shall be appointed by the superintendent and may consist of the following:

- A. General Director of Human Resources
- B. Administrator in charge of the department/division/school where the vacancy exists
- C. One or more persons selected by the chairperson of the screening committee (optional)
- D. The chairperson of the screening committee will be from those listed above.

III. PROCEDURE

- A. The General Director of Human Resources will confer with the superintendent whenever an administrative vacancy occurs. The superintendent or designee must authorize the advertising/recruiting of any vacancy.

Human resources will confer with the administrator in charge of the department/division/school in which the vacancy is open and review the job description, posting requirements, and application deadline.

- B. Vacancies will be advertised on the District website by the Department of Human Resources. Postings may also be placed on recruitment sites or professional association websites. Applications will remain active for one calendar year. An application may be extended for additional one-year increments by the applicant

accessing the on-line application, updating information, and renewing applicant's interest.

Recommendations for reassignment of administrative personnel within the district will be a joint responsibility of the superintendent and the associate superintendent.

- C. **Application forms are available. Computers will be made available in the human resources office for use by applicants. Additional information is available on the District website and materials, containing information regarding the Topeka Public Schools, are available upon request.**
- D. **All applications, references, transcripts, credentials, and other materials will be maintained electronically in the human resources office. Each applicant will receive notice of the status of their file via e-mail. Any additional information needed will be requested from the applicant.**
- E. **All applications will be submitted to the chairperson of the administrative screening committee. The chairperson, in consultation with the committee, will review applications to:**
 - 1. **Select who is to be called for an interview; and**
 - 2. **Set date, time, and location; and**
 - 3. **Designate an interview committee (no more than eight (8) persons).**
- F. **The screening committee and/or interview committee will not review candidates for the associate superintendent position unless requested by the superintendent. These applicants will be screened by the superintendent and/or other selection committee designated by the superintendent.**
- G. **For vacancies that need to be filled immediately, the superintendent is not required to use the selection process.**
- H. **The interview committee chairperson will develop interview questions.**
- I. **The interview committee will narrow the candidates to no more than three (3) persons; and the interview committee chairperson, screening committee chairperson, and superintendent will confer as on the committee's recommendation.**
- J. **The superintendent of schools may choose to interview the final candidates before selecting one to recommend to the Board for employment. Salary and duty dates will be recommended by the general director of human resources and approved by the superintendent of schools.**

- K. If the candidate expresses a willingness to accept the assignment, the superintendent will then direct the human resources office to process the application and place the recommended candidate on the Board of Education agenda. Following Board approval, a contract will be issued.**
- L. An out of district applicant's travel expenses may be paid when the applicant is requested to visit the district for an interview.**
- M. Applicants not selected will be notified as soon as possible by the Human Resources office.**