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RECOMMENDED Descriptor Code: CABB

HIRING ADMINISTRATIVE STAFF

When the Board declares an administrative position open, the Superintendent shall advertise the opening within the District and may advertise through accepted channels outside the District.

Screening

All candidates for administrative positions shall be subject to the applicant screening requirements that the Board has established for instructional personnel. The Superintendent shall interview and make recommendations to the Board about the suitability of administrative candidates on a case-by-case basis based on the candidate screening and adjudication standards established by the Board for instructional positions (see policy DBAC).

Hiring Authority

The Board shall make final hiring decisions for all administrative positions.

Complementary Documents

- DBAC, Recruitment, Hiring, & Background Checks for New Instructional Personnel
- DBAA-AR, Background Check Screening Procedure

**End of Wyndmere School District #42 Policy CABB Adopted:
08/10/09**