

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 3

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.4 MANAGEMENT PERSONNEL

**4.401 EMPLOYMENT OF MANAGEMENT
PERSONNEL**

SECTION 4.401.1 Administrative Hiring Procedure

Certificated

If appropriate, vacancies for administrative positions may be advertised through posting notices throughout the District, placement agencies, news media, and/or professional associations.

Completed applications and/or resumes shall be reviewed by the associate superintendent, Personnel Support Services, or designee to determine qualified candidates as stated in the respective job description.

From the list of applicants, those considered to be best qualified will be scheduled for personal interviews.

Depending on the position, an interview team approach may be used. The interview team members will be determined by the associate superintendent, Personnel Support Services, and may consist of administrators, teachers, and others. In addition, the teacher bargaining unit may be invited to send a representative to participate in the interviews.

Following the interviews, the finalist(s) will be interviewed by the Superintendent who may submit a recommendation to the Board for approval.

Classified

Recruitment and determination of finalists for classified administrative vacancies shall be in accordance with Board Policy and the Personnel Commission Rules and Regulations.

Completed applications and/or resumes of finalists shall be reviewed by the associate superintendent, Personnel Support Services.

Following the interviews, the finalist(s) will be interviewed by the Superintendent, or designee, who may submit a recommendation to the Board for approval.