

Position of Superintendent

The board will employ a superintendent of schools for a term not to exceed three (3) years. The superintendent will be the executive officer of the board with such powers and duties as the board may prescribe to him or her. The superintendent acts as the authorized representative of the district whenever it is required, unless some other person is named by the board to act as its authorized representative.

The board will conduct an annual, written formal evaluation of the work of the superintendent. The evaluation will indicate the strengths and weaknesses of the superintendent's job performance and set forth areas for improvement in the superintendent's job performance, if, in the view of the board, it is called for.

The board will enter into a written contract with the superintendent using the Superintendent's Teacher Contract form approved by the State Superintendent of Public Instruction. With the exception of initial appointment, the superintendent's contract will be reviewed at the regular board meeting each January and, if approved, may be extended for not less than one (1) additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

If the superintendent and board determine that another contract will be used, prior approval for another contract form must be received from the State Superintendent of Public Instruction.

The superintendent will hold not less than a Masters Degree and will be properly certified pursuant to State Board of Education rules for the position.

The superintendent will be employed for a twelve-month period and will be paid as determined by the board. The superintendent will be entitled to paid vacation as determined by the board. *The superintendent will receive insurance and other benefits as determined by the board.*

Hiring Process for New Superintendent

1. The position of Superintendent will be opened not later than May 15 of each school year and should be concluded by July 1st.
2. The position of Superintendent will be advertised in the local paper, trade publications, and other locations where candidates may see the advertisement.
3. Any person legally qualified to hold the office of school Superintendent may file a declaration of candidacy for the office. The declaration must bear the name of the candidate, their qualifications, certification, resume, and a cover letter.
4. Initial interviews for Superintendent must begin no later than June 1st if there are any candidates and selection completed by July 1st.
5. A committee, chosen by the Board, will be assigned the responsibility to evaluate candidates for Superintendent; this committee must include as a minimum the

Chairperson or Vice Chairperson of the board, at least one member of the staff, at least one teacher, at least one administrator other than the current Superintendent, and at least one member of the public. Other committee members may be added as needed.

6. Committee members will individually evaluate all candidates for Superintendent and offer their ranking of the candidates. The committee will use these rankings in its deliberation and make a recommendation to the Board. That recommendation will place all fully qualified candidates in rank order from most desirable to least desirable.
7. The Board and is strongly advised to consider the recommendation of the committee, which is not binding on the Board.
8. The Board will take the recommendation of the committee and construct a list of candidates for final selection.
9. Candidates will be informed by the Board if they are in final selection for the position of Superintendent and informed if they have not been included in the final selection.
10. Final selection will be by the Board and must include interviews with all candidates before making a final selection. The Board is strongly encouraged to include committee members in the interview process.
11. The successful candidate will be informed by the Board and offered employment. Other acceptable candidates will remain in the pool pending acceptance. If the top candidate chooses another opportunity, the position will be offered to another person in the list of qualified candidates.
12. When the position is filled, all remaining candidates will be informed of the decision.
13. If all candidates choose other options, the process repeats, however, one or more previous applicants may be invited to apply. This process does not require reapplication, simply acceptance of candidacy.

Re-hiring of Current Superintendent

1. No later than May 1 of each school year, the school board will conduct a thorough evaluation of the current Superintendent and decide for or against retention.
2. If the Superintendent is retained, they will be given an interview before the board and pending a successful interview will be offered the position for an additional year.
3. Notification of the current Superintendent for election or re-election must be made by May 15 of each school year.



LEGAL REFERENCE:

Idaho Code Sections

33-513

33-515

33-1201

ADOPTED: August 28, 2000 Vonda Pattee, Chairman

REVIEWED: December 1, 2003

REVIEWED: 2009-2010

AMENDED: November 13, 2012, Scott Christensen, Chairman