

SELECTION AND APPOINTMENT OF DISTRICT LEVEL ADMINISTRATIVE AND SUPERVISORY, PROFESSIONAL AND TECHNICAL PERSONNEL

THIS POLICY AND ITS RULES SHALL PROVIDE A SYSTEMATIC METHOD FOR THE SELECTION AND APPOINTMENT OF DISTRICT LEVEL ADMINISTRATIVE AND SUPERVISORY PERSONNEL. THESE ADMINISTRATIVE, SUPERVISORY, PROFESSIONAL AND TECHNICAL (ASPT) PERSONNEL AND TECHNICAL SUPPORT PROFESSIONAL (BTU/TSP) SHALL POSSESS THE NECESSARY PROFESSIONAL ATTRIBUTES TO BECOME OUTSTANDING ADMINISTRATORS IN THE BROWARD COUNTY SCHOOL SYSTEM. THE SUPERINTENDENT SHALL ESTABLISH AND MAINTAIN ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING THIS POLICY AND ITS RULES.

RULES

1. Positions Covered: The positions covered by this policy shall include all full-time Administrative, Supervisory, Professional, and Technical (ASPT) and Technical Support Professional (BTU/TSP) positions.
2. Job Description Review: A job description review, conducted by the hiring supervisor and coordinated by the Human Resources Division, will be completed for each position. In the event that the positions pay grade or qualifications are in question, the position would be referred for a job analysis study through the compensation department.
3. Vacancy Advertisements: Advertisements of vacancies for each position covered by this policy and its rules shall be in accordance with the provisions set forth in School Board Policies 4011.
4. Vacancy Screening Team:
 - a. For all ASPT and BTU/TSP Positions, a trained Vacancy Screening Team reflecting the District's diverse population shall be established by Human Resources. The screening team shall be comprised of the Associate Superintendent, Human Resources or his/her designee, and two or more persons with knowledge of the position which will include, when considered necessary, an appropriate person from outside of the school system who has expertise in the technical aspects of the position. No one shall serve on both the vacancy and interview committee for selection of the same position unless authorized by the Associate Superintendent of Human Resources with the approval of the Superintendent.
 - b. A representative from Non-Instructional Staffing will review candidate resumes to determine which candidates meet the minimum qualifications. A Vacancy Screening Team will review resumes for skills linked to the roles and responsibilities of the advertised position. Resume screening scores will be rank ordered. In order to select the most qualified candidates to be interviewed, the candidates with the highest ranking screening scores will move forward to the interview phase of the selection process. Whenever possible a minimum of six (6) candidates will be interviewed. If less than six (6) candidates meet the minimum qualifications for the position, all of the candidates who met the minimum qualifications will be invited to interview for the position.

SELECTION AND APPOINTMENT OF DISTRICT LEVEL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

5. Interview Committee
 - a. For positions below Director level, candidates shall be interviewed by a committee comprised of a minimum of three (3) persons reflecting the District's diverse population and composed of the Associate Superintendent, Human Resources or his/her designee, the department supervisor or his/her designee, and a qualified person(s) inside the School System or an outside expert(s) recommended by the Associate Superintendent, Human Resources, with the approval of the Superintendent.
 - b. For positions of Director and above, where there is considerable community contact, a Community Forum Panel consisting of individuals reflecting the District's diverse population will be conducted. Representatives appointed by the Associate Superintendent, Human Resources, or designee will serve on the Community Forum panel. Behavioral interviewing techniques will be utilized in the Community Forum. Based on the rank order scores from the community forum, candidates will be recommended to the Superintendent for the final interview. The Superintendent and appropriate representatives from Senior Management, along with the supervising administrator for the position, will interview the final candidates for all positions of Director and above, using behavioral interviewing techniques, and will make a final recommendation to the Board.
6. Scheduling of interviews will be coordinated by Human Resources.
7. The final interview committee will interview the candidates using behavioral interviewing techniques. The interview committee will be trained in behavioral interviewing. The highest scoring candidate(s) will be recommended to the Superintendent for consideration.
8. Reference check/security clearance will be conducted by Human Resources and/or the hiring department.
9. The Associate Superintendent of Human Resources or designee may meet with the Superintendent for approval of the most qualified candidate to be recommended to the Board.
10. The Director, Equal Educational Opportunities, may monitor the screening and interview processes and attend screening/interview meetings to ensure equal opportunity and/or access.

AUTHORITY: F.S. 1001.41

RULES ADOPTED: 9/6/84

AMENDED RULES ADOPTED: 11/20/90, 8/20/02; 6/06/06