

Salinas Union High School District

RECRUITMENT AND SELECTION

The following process is to be observed in the employment of managers.

1. A screening committee will be organized for each management position to be filled.
 - a. The function of the screening committee will be to influence the recommendation to be made by the unit manager to the Superintendent.
 - b. The membership of the committee will consist of:
 - (1) Representatives of the staff to be selected by the unit manager and will generally include both certificated and classified personnel as well as students
 - (2) Community representatives to be selected from existing parent organizations serving the unit such as the PTSA, compensatory education committees, curriculum review committees, advisory committees, and boosters' clubs. Members of the screening committee from these organizations are not to be School District employees
 - (3) Representatives as named in (1) and (2) shall reflect the major ethnic components of the area served
 - (4) Any assignment to the committee which reflects a semblance of nepotism will be avoided
2. Applicants for management positions shall be required to submit the following data as part of the application process:
 - a. Management application form
 - b. Personal letter of application
 - c. Resume
 - d. Professional placement file (where appropriate)

It will be the candidate's responsibility to file the above documents with the Personnel Office by established deadline dates. It shall also be the responsibility of applicants to secure the forwarding of professional placement files to the Personnel Office from their universities, colleges, or other placement agencies. Applications will be considered when professional files are not available or are not supplied, but in no event will applicants be considered unless they have filed the standard application form, personal letter of application, and resume.

3. No candidate for a management position shall be recommended to the Board unless and until a thorough check of the candidate's references is made.

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4. The Assistant Superintendent-Personnel Services will conduct the screening and will be an active participant in the selection process to influence the unit manager's recommendation. The procedures that he employs in gaining committee consensus may vary as the circumstances under which the managers are employed may vary.
5. Prior to the establishment of an employment time line, the Assistant Superintendent, Personnel Services will advertise the management opening within the District as well as send notices of the vacancy to appropriate placement agencies throughout the nation. In some instances, members of the District management staff, as well as building managers or others, may do selective recruiting in order to obtain candidates for the position. In cooperation with the unit managers, the Personnel Office will describe the specific personal and professional criteria required for the position.<
6. The Governing Board may appoint managers in exception to the preceding regulations when conditions such as the following may exist:
 - a. When sudden vacancies occur during the school year which necessitate immediate appointments to preserve the orderly operation of the school
 - b. When sudden vacancies occur and the Board wishes to fill the vacancy on an interim basis until a more appropriate recruitment season arrives

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