

PERSONNEL

Employment Selection Process – Administrative Employees

All administrative job openings shall be posted in “The Communicator” and on the IASA (Illinois Association of School Administrators) website. Administrative job openings may be advertised in newspapers or other periodicals as well. As résumés/applications for open positions are received, they are dated and given to the employment recruiter who sends applicant letters confirming receipt of information and begins a file. All résumés/applications are then sent to the General Director of Human Resources who screens applicants for minimum requirements of the position. The personnel files of internal applicants who meet minimum requirements of the position are reviewed by the General Director of Human Resources or his designee and unless information in the personnel files would indicate the applicant is not a suitable candidate for the position, résumés/applications from internal candidates, along with those from external candidates who meet minimum requirements of the position, are forwarded to the Initial Review Committee. The Initial Review Committee will review all résumés/applications forwarded to them from the General Director of Human Resources and will select the most qualified candidates to be brought in for initial interviews.

Initial Interviews

- A. Qualified applicants for Principal and Assistant Principal positions shall be interviewed by an Initial Review Committee comprised of the General Director of Human Resources, at least one of the Area Superintendents, and General Directors or Directors as designated by the Superintendent. After the interview, the Initial Review Committee shall discuss the candidate and determine, in its reasonable good faith business judgment, if the candidate should be forwarded on to be interviewed by the Site Selection Team or Principal, as appropriate, at the school where an opening exists.

- B. Qualified applicants for other administrative positions shall be interviewed by an Initial Review Committee. This committee shall be established based upon the position that is open. It may include the Superintendent, School Board members and community leaders, as well as RPS management team members. The Superintendent or his designee will determine the composition of the Initial Review Committee; however, the Initial Review Committee will always be comprised of a minimum of three (3) members, one of which will be the General Director of Human Resources or his designee. After the interview, the Initial Review Committee shall discuss the candidate and determine in its reasonable good faith business judgment if the candidate should be forwarded on for a second more in-depth interview with the Final Interview Committee. The Final Interview Committee may or may not have the same

composition as the Initial Review Committee.

Recommendations for Hire

Once the best candidate for the open administrative position has been identified, the recommendation for hire will be submitted to the Superintendent for approval along with the rank order of the candidates considered. After approval of the Superintendent, Human Resources prepares an administrative appointment recommendation, including a “Green Sheet” for Board approval at the next scheduled school Board meeting.

New Hires

After Board approval, candidates selected for hire are notified and may begin employment subject to pre-employment requirements such as Immigration Investigation, Criminal History Background Investigation, physical examination and pre-employment drug and alcohol testing.

LEGAL REF.:

CROSS REF.: 3.50, 5.08, 5.10, 5.30, 5.40

Adopted: August 27, 2002