



ADMINISTRATIVE PROCEDURE

APPOINTMENT OF PERSONNEL

4112.3

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To provide procedures for the appointment of certain personnel.
- II. **POLICY:** The Chief Executive Officer will furnish the Board of Education with a resume of nominees to the positions listed in Section IV, INFORMATION of these procedures for the purpose of the Board's review and approval of the nominee (Board Policy 4112).
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:
 - A. **Applicant:** Any person completing an application form or furnishing equivalent information to the personnel offices.
 - B. **Nominee:** The applicant selected by the Chief Executive Officer to be recommended to the Board of Education for approval.
- IV. **INFORMATION:** The following types of positions are included in the requirements of the Board of Education Policy requiring resumes in accordance with these procedures:
 - A. Personnel to be paid on the Executive salary scale.
 - B. Supervisors.
 - C. Principals.
 - D. Vice Principals, or Administrative Assistants, or persons used as Administrative Assistants.
 - E. All Administrative and Supervisory Personnel at Grade 30 or above and those positions that are comparable to the positions listed above but not limited to the positions listed on differential schedule A of the negotiated contract.
- V. **PROCEDURES:** The following procedures apply to nominations to the Board of Education for positions listed above:
 - A. **Review and Recommendation to Chief Executive Officer:** Applications, interviewing, evaluation, and recommendation to the Chief Executive Officer will follow regular personnel office procedures now in use.



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- B. Selection of the Nominee: The Chief Executive Officer will select the nominee for recommendation to Board for approval.
- C. Preparation of Resume: The Division of Human Resources will prepare a resume (Attachment) which contains the nominee's educational qualifications, previous professional and career experience, and such other information that may be pertinent. The resume will include information as to the number of applicants and information relative to their selection.
- D. Presentation of Resume to the Board of Education: The resume, Enclosure A, will be furnished to the Board of Education at one regular meeting to be voted on at the next regular meeting, in accordance with regular agenda item procedures. Exceptions to this rule will be by a majority five (5) vote.
- E. Further Procedural Matters: With an affirmative vote by the Board of Education upon the Chief Executive Officer's nomination, regular personnel procedures will be followed in bringing the new employee on board. If the Chief Executive Officer's nomination is not approved, the matter shall be referred back to the Chief Executive Officer for appropriate action.
- VI. **RELATED PROCEDURES**: None.
- VII. **MAINTENANCE AN UPDATE OF THESE PROCEDURES**: These procedures originate with the Chief Administrator For Human Resources and regular review and necessary updating will be accomplished. Questions should be addressed to the appropriate Human Resources Office for professional or supporting personnel.
- VIII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 4112.3, dated November 12, 1974 and any memoranda, or other published information on this subject of a prior date.
- IX. **EFFECTIVE DATE**: September 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Attachment: Personnel Employment Resume

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11