

**South Coast Education
Service District**

Code: **CBB**
Adopted: 8/20/96
Readopted: 12/12/06
Reviewed: 8/1/17
Readopted: 11/14/17
Orig. Code(s): CBB

Recruitment and Appointment of the Superintendent

The Board vests the primary responsibility for the administration of this ESD in the superintendent. Therefore, the Board considers foremost among its responsibilities the selection and appointment of a superintendent who can effectively translate into action the policies of the Board and the aspirations of the community for its programs. The appointment of that officer is one of the most important functions the Board can perform.

Whenever the position of superintendent shall be vacant, the Board shall attempt to find candidates who are qualified to serve as superintendent and, after interviewing finalists, offer such position to the selected candidate. The offer shall, among other things, state the salary and terms of employment.

The Board shall actively seek the best qualified and most capable candidate for the position of chief school officer of this ESD. It may be aided in this task by the services of professional consultants and the participation of members of the staff, constituent districts and community. The Board will select the superintendent by a majority vote of the Board members at a meeting for which notice has been given of that intended action. At the time of their selection, the superintendent will be issued an initial contract, with the length of the contract and salary mutually negotiated and determined. The Board will thereafter fix the superintendent's salary annually, prior to the beginning of the new fiscal year.

Recruitment procedures shall be prepared in advance of the search and may include the following:

1. The preparation of a written job description for the position of superintendent;
2. Preparation of written specifications of qualifications (in addition to proper state license);
3. Preparation of informative material describing this district and its educational goals.

Any candidate's misstatement or omission of fact, material or qualification for employment or the determination of salary may be grounds for dismissal.

In the event that the superintendent is unavailable to serve because of disability, incapacitation or other cause, the Board will assign the superintendent's duties as it deems appropriate until such time the superintendent is able to resume job duties or another person is selected to fill the position of ESD superintendent.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 334.225](#)