

**ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL/PROFESSIONAL  
PERSONNEL TRANSFER, SELECTION AND APPOINTMENT POLICY**

**I. DEFINITION OF TERMS**

- A. Administrative/Professional .. An occupational title on the Administrative/ Professional salary schedule.\*
- B. Technical/Professional .. An occupational title classified on the Administrative/ Professional salary schedule. Referred to as technical hereafter.\*
- C. Building Administrator .. Principal or assistant principal.
- D. Promotion .. Movement to a position resulting in a higher classification in the salary schedule.
- E. Demotion .. Movement to a position resulting in a lower classification in the salary schedule.
- F. Lateral Transfer .. Reassignment of an administrator from one position to another with no change in the employee's classification.
- G. Voluntary Transfer .. The reassignment of an administrator from one position to another resulting from a request by the administrator.
- H. Involuntary Transfer .. The reassignment of an administrator from one position to another resulting from the Superintendent's recommendation and the Board's approval.

\*There may be some positions that are categorized as administrative when in fact these positions are more technical in nature or vice versa.

**II. PURPOSE**

To insure proper consideration of applicants for administrative and technical positions, this policy sets forth the statement of philosophy and establishes the procedures for voluntary and involuntary transfers, advertising vacant positions, screening applications, interviewing candidates, selecting finalist(s) and submitting Superintendent's recommendations to the Board for approval.

**III. PHILOSOPHY**

Highly competent educational leaders are paramount to achievement and maintenance of excellence by a school system. The Lafayette Parish School Board (Board) believes that it has the obligation to employ certified and qualified individuals with outstanding educational

and experiential backgrounds, regardless of race, color, creed, national origin, age, sex or disability. Those individuals should also possess qualities which indicate an ability to work effectively with people.

All of the Board's policies and procedures, with respect to employment and assignment of administrative and technical personnel, shall be based on this principle. The Board believes also that promotion within the system is desirable when qualifications of these applicants are equal to or better than other applicants.

#### IV. TRANSFERS

- A. If a vacancy occurs during the session at a school, the Superintendent, at his/her discretion, may fill the vacancy as per policy or recommend an individual to serve in an acting capacity for the remainder of the school year.
- B. Voluntary Transfers
  - 1. Prior to the end of November, all building administrators will be sent a letter of intent, thereby, giving them an opportunity to request a lateral transfer or voluntary demotion. Such requests must be discussed and filed with the Director of Human Resources by the Christmas holidays. A request for transfer can be submitted only once per year and it must be renewed annually.
- C. When an administrative position becomes vacant, the Superintendent shall consider all administrators who express an interest in a lateral transfer or voluntary demotion. The Superintendent shall confer also with the supervisor of the vacant position prior to making a recommendation to the Board. If the Superintendent does not recommend any of the individuals, he/she must communicate the decision to each person.
- D. Involuntary Transfers
  - 1. At times, the Superintendent may deem it in the best interest of the school system to transfer an administrator. In which case, the Superintendent shall discuss an involuntary transfer with the individual involved and give him/her the reason for the recommended assignment. The Superintendent shall confer also with the supervisor of the vacant position prior to recommending the transfer to the Board. Notice of recommendation shall be given to the employee at least one (1) week prior to Board action.

#### V. ADVERTISEMENT OF VACANT POSITION

- A. It shall be the policy of the Board to advertise and/or fill vacancies for administrative and technical positions in the following manner:
  - 1. Vacancies for building-level administrative positions shall be

advertised as generic (i.e., elementary principal, middle school principal). Advertisements for all other administrative and technical vacancies shall include title of specific position (i.e., Director of Human Resources, Supervisor of Child Nutrition Program.)

2. When the Board declares a position open, the Director of Human Resources will advertise the vacancy immediately.
3. An advertisement will appear in selected publications, will be posted in all schools and central office and will be sent to Board members and presidents of local teacher and administrator organizations. The Superintendent may with Board approval choose to advertise nationally for certain positions when qualifications, skills, and potential applicant pool warrant such a search.
4. Notice of vacancy will include the following:
  - a. Job title and classification
  - b. Qualifications
  - c. Length of employment
  - d. Salary range
  - e. Application procedure
  - f. Deadline (date and time) for receipt of application
5. A vacancy will be advertised for a minimum of two (2) weeks.

## **VI. APPLICATION**

- A. All persons seeking an administrative or technical position shall complete the appropriate application and submit it to the Human Resources Division prior to the specified deadline.
- B. Following the deadline, the Director of Human Resources or Assistant Director in Human Resources shall screen all applications based upon the minimum requirements listed in the job description. An applicant who does not meet requirements shall be notified that his/her application will not be given further consideration.
- C. The Director of Human Resources will furnish the Superintendent with a list of all candidates following the application deadline. If the Superintendent deems the number of applicants inadequate, the Superintendent may extend the time of the application process.

## **VII. SELECTION PROCESS**

- A. Criteria for Selection
  1. The criteria for selection of finalist(s) will be given each applicant

with the application form. The following is a list of criteria and their values, which shall be used in the selection of finalist(s):

- a. Educational Degrees – 8%
- b. Classroom Teaching Experience – 7%
- c. Educational Administrative Experience – 10%
- d. Other Administrative, Supervisory or Managerial Experience – 3%
- e. Other Educational Experiences and Leadership Positions – 5%
- f. Written Communication – 12%
- g. Performance Record – 20%
- h. Interview – 35%

2. Allocation of the 100 point distributions by criteria will be modified to reflect training and experience applicable to non-educational administrative or technical positions. The following is a sample list of the modified criteria which shall be used in the selection of the finalists.

- a. Educational Degrees – 8%
- b. Professional/Technical Work Experience – 7%
- c. Professional/Technical Administrative Experience – 13%
- d. Other Professional/Community Experiences and Leadership Positions – 5%
- e. Written Communication – 12%
- f. Performance Record – 20%
- g. Interview – 35%

B. Interview Committee

1. It shall be the purpose of the committee to interview all qualified/certified applicants, select top applicant(s) and recommend them as finalist(s) to the Superintendent. The interview panel, consisting of a minimum of five (5) members, will be chaired by the Director of Human Resources or Assistant Director in Human Resources. Additional membership will generally include a teacher, assistant principal and/or principal, supervisor or director. In the event the vacancy is a non-educational administrative or technical position (i.e., programmer, chief accountant) educators and individuals knowledgeable in the responsibilities of the position will serve on the interview committee. If the number of applicants is insufficient for a screening committee, the Superintendent may interview all applicants.
2. Other factors considered in the selection of committee members will be ethnic representation, female representation, position being filled,

candidates being interviewed and prior service on an interview panel.

3. A teacher will be selected from a list of volunteers submitted to the Human Resources Division on an annual basis. An assistant principal and/or principal and other administrators will be selected from all eligible administrators. A record of the participants will be maintained to minimize repeated service on interview committees. Members of the interview panel will be selected by the Director of Human Resources in concert with the Superintendent.
4. The names of the committee members will be kept confidential; however, applicants will be provided with that information a few minutes prior to the interviews.

C. Interview

1. Prior to interviews, the Director of Human Resources or Assistant Director in Human Resources will conduct an orientation session for the interview committee members.
2. Interview questions and response standards will be developed by members of the central office staff and the interview panel. Each response will be assigned a point value. The points assigned by each panel member will depend on the extent to which the responses satisfy the minimum standards. The total points earned for the interview will be an average of the panel member's ratings.
3. The length of the interview will be approximately thirty (30) minutes. To preserve the integrity of the selection process, all discussions by the interview committee shall remain confidential.

D. Reference Ratings

1. The performance record of an applicant will be established from ratings provided by two (2) supervisors who are knowledgeable of the applicant's professional /administrative abilities and personal characteristics. One of the ratings should be from the candidate's immediate supervisor. The candidate will sign a statement waiving his/her right to see the rating.
2. The Human Resources Division will be responsible for sending the Reference Rating Form to the evaluator. It will be the responsibility of the evaluator to return the completed Reference Rating Form to the Human Resources Division by the specified date on the form.

E. Written Communication

1. Two (2) administrators or teachers will score the written component of the selection criteria. The writing will be coded to maintain

anonymity of the writer.

F. Score Sheet

1. All items on the Score Sheet, except the written and interview components, will be completed prior to the interviews by an administrative staff member in the Human Resources Division. However, the committee will not see the scores until after the interviews, when the members will check and validate all scores.
2. Upon Board approval of the candidate recommended for appointment, applicants may obtain their total scores by contacting the Director of Human Resources or Assistant Director in Human Resources.

G. Selection of the Finalist(s)

1. The number of finalist(s) submitted to the Superintendent will be determined by the interview panel. The finalist(s) will be the interviewees receiving the highest total scores in the selection criteria. If it is necessary to break a tie, the panel will assume that responsibility.
2. The Director of Human Resources or Assistant Director in Human Resources will submit to the Superintendent a list of the finalist(s) and the rationale for selection. Upon contact of the finalist(s), the Human Resources Division will immediately notify the unsuccessful candidates.

H. Selection of a Principal of a School

1. The Superintendent and a representative from the Human Resources Division will meet with six (6) teachers from the school with a principal vacancy. A list of characteristics desired will be compiled and considered by the Superintendent when making his/her recommendation to the Board. The Superintendent may interview all candidates for the position using an interview committee and make the final recommendation to the Board.

**VII. FINAL SELECTION AND ASSIGNMENT BY SUPERINTENDENT**

- A. The finalist(s) will be considered/interviewed by the Superintendent or his designee and other administrators designated by him/her. Positions below Pay Grade Level 8 will normally be interviewed by the Superintendent's designee.
- B. The Superintendent should also conduct a comprehensive review of the finalists' performance records, reference checks, resumes, the results of the Interview Committee and the characteristics desired by teachers at the school.

- C. Should the Superintendent choose not to recommend the finalist(s), he/she must communicate the decision to the finalist(s) and the Board prior to a request for readvertisement.

**VIII. RECOMMENDATION TO THE BOARD**

- A. Following acceptance by the nominee, the Superintendent will send his/her recommendation to the Board no later than the Friday prior to the Board meeting on Wednesday. Name(s) and resume(s) of the finalist(s) will be sent to the Board. The unsuccessful finalist(s) will be notified.
- B. In assigning a principal and assistant principal, the Superintendent may assign the finalist to the open position or to another position in the district if in the best educational interest of the District or if necessary to comply with any federal desegregation orders.
- C. In the selection of assistant superintendents, directors and supervisors, the Superintendent and selected staff will screen and interview candidates. The Superintendent will recommend his/her selection to the Board.

Adopted: 4/12/78  
Revised: 8/19/81  
Revised: 7/15/87  
Revised: 5/2/90  
Revised: 3/16/94  
Revised: 11/16/94  
Revised: 10/18/95  
Revised: 10/1/97  
Revised: 8/5/98  
Revised: 4/18/01