

**POLICY TYPE: EXECUTIVE EXPECTATIONS****POLICY TITLE: ADMINISTRATOR CHANGES**

---

The Superintendent shall keep the Board informed of potential changes in administrative assignments, including any potential transfer/shifting of administrators. The Superintendent shall also keep the Board informed, in advance of initiating the selection process, of the process to be utilized in filling any administrative vacancy.

In the absence of an emergency or unless otherwise approved by the Board, all vacancies shall be filled using the following process:

1. The Superintendent, or the Superintendent's designee, shall advertise the vacancy in the manner deemed by the Superintendent to be the manner most likely to attract highly-qualified prospective appointees for the vacant position.
2. The Superintendent, may make an initial exclusion of prospective appointees from further consideration but may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective employees.
3. The Superintendent shall have the final authority to recommend to the Board the prospective appointee for the vacant position.

The Superintendent shall have the full and complete discretion to determine the process to be used to identify, and recommend to the Board, prospective appointees to vacant administrative positions.

The Board shall have the final authority to approve, or disapprove, the Superintendent's recommendation to fill a vacant administrative position. In the event that a majority of the Board votes to disapprove the Superintendent's recommendation, the Superintendent shall make another recommendation which shall be subject to Board approval or disapproval. This process shall continue until the Board has approved a prospective appointee recommended by the Superintendent.