

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>EMPLOYMENT</b></i></p>	<p>Approved: 11/25/08</p>	<p>Policy No. 4-100  Page</p>
<p>All new management positions will not be posted prior to a review and approval of such job postings, job descriptions, funding sources, salary and rationale for the position by the Board of Education. The Board of Education will also be notified of all administrative vacancies for existing management positions as they occur. In both instances the Board of Education may amend the posting or job descriptions prior to the positions being advertised.</p> <ul style="list-style-type: none"> <li>• The central office personnel, in cooperation with the Board of Education, will establish the qualifications and criteria for all administrative positions.</li> <li>• The central office personnel and the immediate supervisor of the position will do the screening of all applications for administrative positions.</li> <li>• An Interviewing Committee comprised of principals, department heads, teachers, central office administrators, parents and community members will do the interviewing of applicants. The School Board may choose to have one or two of its members participate in these screening interviews. It should be noted that these interviews would take place during the workday.</li> <li>• The Interviewing Committee will be comprised of a diverse representation from across these groups. The Interviewing Committee will complete a rating form on each candidate.</li> <li>• The Interviewing Committee will submit to the Superintendent, with written comments, three fully qualified candidates for the position.</li> <li>• The central office personnel will check references and credentials on all finalists prior to making a formal offer of employment.</li> </ul> <p>No management positions in the Danbury Public Schools will be eliminated without a review and approval by the Board of Education of the rationale for the elimination of a position and how the duties and responsibilities of that position will be reassigned or carried out.</p>		

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<p>The Board of Education may choose to interview the finalists or the Chairperson, on their behalf, will select two or three Board Members to participate in the interview of the three finalists for all management positions with the supervisor of the position and the Superintendent. The Board of Education will conduct their interview based on questions that were developed prior to the interviewing sessions. The applications, criteria for selection and other pertinent information about the finalists will be provided to the Board Members prior to the interviewing process. The Superintendent will consider the Board Members' and supervisors' opinions when making a nomination for appointment.</p> <p>The Superintendent of Schools shall not place any administrator under contract unless specifically authorized by the Board of Education, or until the Board of Education has accepted the Superintendent's nomination for a specific position.</p>		