

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 302-AR-0. USE OF CONSULTANT

The Board may choose to hire a consultant to assist with the employment of a Superintendent or Assistant Superintendent. In such case, the following procedures will be utilized:

1. The Board selects a consultant.
2. The entire Board may participate throughout the process or may appoint a Board committee.
3. The Board and consultant determine the professional and personal criteria, skills and experience required for the position, in accordance with applicable law and regulations.
4. The consultant develops marketing materials and an application form.
5. The consultant advertises the position in media resources chosen by the consultant, with the input of the Board.
6. The consultant prints and/or distributes application materials to all prospective candidates.
7. The consultant receives and reviews applications from candidates, and answers their questions.
8. The consultant conducts preliminary background checks to ensure the eligibility of applicants.
9. The consultant presents completed files of all eligible applicants to the Board for its consideration.
10. Based on the stated criteria, skills and experience requirements, the Board selects applicants to be interviewed.
11. The consultant develops a schedule of interviews.
12. The Board conducts the initial interviews and ranks all candidates at the conclusion of all interviews.
13. The Board selects several candidates and conducts final interviews.

14. The consultant completes reference checks on the finalist candidates.
15. The Board, and designated administrators if applicable, conducts background visits of the finalists.
16. The Board reviews all reference checks, interview notes, and related documents and selects the nominee for the position.
17. The Board President or Committee Chair, after consultation with the district's solicitor, notifies the recommended candidate.
18. The Board negotiates a contract with the nominee.