

TO: Warren County Board of School Directors

FROM: Bob Terrill

RE: Recommended Selection Process for Director of Secondary Education Position

DATE: April 23, 2008

The following process is recommended for selecting the Director of Secondary Education.

1. Present recommended organization chart to the Personnel Committee (Attachment #2)
2. Present the job description for Director of Secondary Education to the Personnel Committee (Attachment #1)
3. Present process for selecting the Director of Secondary Education
 - 2.1 Discuss with the entire Board the:
 - Job Description
 - Salary Range using the contract for Act 93
 - Selection Process
 - Rating Instrument
 - Time Frame (2 Months)
 - Application Form
 - Vehicles for Advertising
 - Budget
 - Interview Team Composition

Compose Announcement of Vacancy

Advertise for the Position

Place Completed Required Documents in a Folder

Interview Team Conducts Paper Screening

Interview Team Organizes questions to be asked and identifies skill sets needed

Interviews take place

Selection of candidate and board of directors notified of selection

Job offered and board appoints