

Policy 2120: Superintendent Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2001 | **Last Revised Date:** 11/01/2025 | **Last Reviewed Date:** 11/01/2025

The Governing Board recognizes that it is responsible for selecting and employing the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals
2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the hiring and contract negotiation process and to ensure that verifications of the candidates' qualifications are obtained
7. How and when to involve the community in certain phases of the selection process
8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected
10. Interview questions, processes, and participants
11. How and when candidates' qualifications will be verified through reference checks
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s), if applicable, and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview candidates and select a final candidate in closed session. (Government Code 54957)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current **place of employment**, as appropriate.

Pursuant to Board **Policy 2121 - Superintendent's Contract**, the Board shall discuss and negotiate the **Superintendent's contract** in closed session, but shall **vote to approve** the **contract** in open session. (Government Code **53262**, **54957**, **54957.6**)

The Board shall conduct **any superintendent recruitment and selection process** in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim **or acting superintendent**, to manage the district when there is no permanent superintendent.

The Superintendent shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code **44421-44427**. (Education Code **35028**, **35029**, **35029.1**)

The Board shall not employ a person as Superintendent if, within the past five years, the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee. (Government Code **1021.5**)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 35026	<u>Employment of district superintendent by certain district</u>
Ed. Code 35028	<u>Qualifications for employment</u>
Ed. Code 35029	<u>Waiver of credential requirements</u>
Ed. Code 35029.1	Superintendent credentials
Ed. Code 35031	<u>Term of employment</u>
Ed. Code 44420-44440	<u>Revocation and suspension of credentials</u>
Gov. Code 1021.5	Public employment disqualification

Gov. Code 11135

Gov. Code 12900-12996

Gov. Code 53260-53264

Gov. Code 54954

Gov. Code 54957

Gov. Code 54957.1

Gov. Code 54957.6

Federal

20 USC 1681-1688

28 CFR 35.101-35.190

29 USC 794

34 CFR 100.6

34 CFR 106.9

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

Management Resources

CSBA Publication

Website

Website

Website

Website

Website

Website

Website

Cross References

Code

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0100

[Prohibition of discrimination](#)

[Fair Employment and Housing Act](#)

[Employment contracts](#)

[Time and place of regular meetings](#)

[Closed session personnel matters](#)

[Closed session; public report of action taken](#)

Open session; superintendent contract

Description

Title IX of the Education Amendments of 1972;
discrimination based on sex

Americans with Disabilities Act

[Rehabilitation Act of 1973; Section 504](#)

[Title VI; Compliance information](#)

[Severability](#)

[Americans with Disabilities Act](#)

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended

Description

[CSBA Superintendent Contract Template](#)

[CSBA California Consultants and Leadership](#)

[CSBA District and County Office of Education Legal Services](#)

[Association of California School Administrators](#)

[California Civil Rights Department](#)

[CSBA](#)

[U.S. Department of Education, Office for Civil Rights](#)

[U.S. Equal Employment Opportunity Commission](#)

Description

[Vision](#)

[Philosophy](#)

0200	<u>Goals For The School District</u>
1000	<u>Concepts And Roles</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
2000	<u>Concepts And Roles</u>
2110	<u>Superintendent Responsibilities And Duties</u>
2111	<u>Superintendent Governance Standards</u>
2121	<u>Superintendent's Contract</u>
4032	<u>Reasonable Accommodation</u>
4111.2	<u>Legal Status Requirement</u>
4111.2	<u>Legal Status Requirement</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4211.2	<u>Legal Status Requirement</u>
4211.2	<u>Legal Status Requirement</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4311.2	<u>Legal Status Requirement</u>
4311.2	<u>Legal Status Requirement</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
9000	<u>Role Of The Board</u>
9011	<u>Disclosure Of Confidential/Privileged Information</u>
9320	<u>Meetings And Notices</u>
9321	<u>Closed Session</u>
9321-E(1)	<u>Closed Session</u>
9321-E(2)	<u>Closed Session</u>