

## **Section 300 – Administration**

### **Administrative Employees**

#### **Administrator Qualifications, Recruitment, Appointment**

**File: 303.02**

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

The principals shall hold a minimum of an earned Master's Degree with a major in educational administration and possess, or show evidence of being able to secure a valid Nebraska Administrative Certificate to practice as a school principal. He or she shall have at least two years experience as a classroom teacher and at least three years administrative or supervisory experience at the level he or she will be serving as an administrator. The individual shall have such other experience as determined by either the board of education or the superintendent of schools.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.