

Consistent with the provisions of Board Policy 3130.20, decisions relating to Administrator placement will be determined by the Superintendent or designee(s) based upon qualifications, the academic needs and best interest of District students, and the needs and best interest of the District's educational program. Within the administrator placement process, the Superintendent or designee(s) shall strive to place the most effective and qualified administrators in assignments aligned with student and district needs. Posting of vacancies shall be conducted in accordance with the applicable collective bargaining provisions, if any. All administrative Guidelines are subject to change.

A. Appointment to Administrative Positions

The Board and school administration agree that it is the responsibility of the Superintendent of Schools to recruit and recommend for employment the best qualified candidates with appropriate administrative certification available for administrative positions.

It is understood that the Superintendent's recommendation(s) would benefit from prior consultation with the ADSA regarding any prospective assignments within the scope of the ADSA unit.

1. Every year between August 1st and May 1st, all current administrators may indicate through a written correspondence to the superintendent their preferences for reassignment.
2. When a vacancy occurs, the Superintendent may, using the above as part of his/her consideration, exercise the following options regarding the filling of the vacancy: Voluntary transfers in grade--- Voluntary demotions---Promotions. It is understood that even if a vacancy is not existent, the Superintendent may initiate involuntary transfers for the good of the district. For assistant principal placement, consultation with the current building administrator will be part of the placement process.
3. Should the Superintendent prefer, he/she may initiate, through the Human Resources Department, a notice of vacancy to be publicized in the school district by posting such notice in each school unit of the district and the various central administrative offices, and in such other manner as the Superintendent deems desirable. Such notices will be sent out via district email and copies may be made for distribution at the building or department level for distribution.

4. Any ADSA bargaining unit member may apply in writing(or via electronic email) and be considered for vacancies for which he/she is qualified and certified. A minimum of five school (work) days shall be allowed for applications to be received from any applicant. During the summer months when school is not in session, notice of the vacancy will be emailed by the Human Resources Department to each administrator via district email. A notice of vacancy will also be emailed to the office of the President of the Association of Dearborn Schools Administrators.
5. A Screening Committee will review all such applications for the appropriate qualifications and an interview committee including representation from the ADSA will make recommendations to the Superintendent regarding appointment.
6. Temporary appointments may be made by the Superintendent on an emergency or interim basis. The temporary appointee shall be considered for continuing appointment only in the same manner and on the same basis as other applicants for continuing appointment. A position may not be filled on a temporary basis beyond the end of the contract ending date of the position unless consultation with the ADSA has taken place. The President shall be informed prior to the announcement of any temporary assignments. All administrators that are new appointments to the ADSA bargaining unit will be submitted for approval by the board of education.

B. Administrative Reorganization, Reclassification or Reassignment

1. The Superintendent will consult with the ADSA prior to reorganization, reclassification, or reassignment of the administrative staff or the creation of new positions unless, in his/her judgment, an emergency situation requires immediate action, of a temporary nature, in which case he/she will discuss this situation with the ADSA as soon as his/her schedule will allow.
2. It is understood that such consultation is for the purpose of providing the Superintendent with insight regarding the decisions he or she must make that might not otherwise be readily available.
3. Persons excluded from the unit in Section I.A.1 of the ADSA contract shall be able to enter or re-enter the unit in the event of an administrative reorganization or demotion upon consultation with the ADSA.

4. In the event of the extended absence of an administrator (20 or more workdays) the Superintendent, after consulting with the ADSA, will appoint a qualified replacement to assume the responsibilities of the absent administrator.

The Board of Education recognizes that it is vital to the successful operation of summer school that positions created by the Board be filled with highly-qualified and competent personnel.

Application for summer school Administrative positions shall be made to the Department of Human Resources via a letter of intent and resume. Applications will be accepted and confirmed according to instructional level: high school, middle school, elementary school and preschool.

Administrators rated as Ineffective or Minimally Effective shall not be eligible for employment in summer school based on the most recent year end evaluation.

If there are more administrator applicants who meet the state Administrator standards at a specific level than there are available positions, selection of the summer school administrator will be made by the superintendent or designee. The superintendent or designee will use the below listed criteria as a factor in the decision when filling positions. There is no rank order to this criteria but it will be considered in a holistic manner. The superintendent always maintains the right to make a choice that is in the best educational interest of the district regardless of the criteria listed below.

1. Specific skills and demonstrated abilities relative to the assignment including but not limited to hiring staff, scheduling staff and students, and use of technology.
2. Performance during the past summer school program in which the administrator worked.
3. Success with implementing effective student disciplinary models.
4. Success in raising student achievement as measured by achievement and student growth measurements.
5. Ability and skill as an administrator based on the most recently completed year-end evaluation.
6. Attendance and leadership at district professional development.

Any Administrator that applies for a position but is not offered a spot in the summer program will have the right to request the reasons why they were not offered a position. The Associate Superintendent will respond with the specific reason(s) in writing.

(Approved May 13, 2013)

April 25, 2013