

REVISED POLICY - VOL. 26, NO. 2

EMPLOYMENT OF THE SUPERINTENDENT

The Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools becomes vacant, the Board will appoint a Superintendent and fix his/her salary and term of employment which will be no less than three (3) years. However, a subsequent contract may be for a term of any duration.

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent.

[x] It may be aided in this task by:

- (x) a committee of Board members;
- (x) the services of professional consultants;
- (x) the counsel of the out-going Superintendent;
- (x) the participation of members of the community.

Recruitment procedures will be prepared in advance of the search and will include:

- (x) preparation of a written job specification for the position of Superintendent;
- (x) preparation of written specifications of qualification in addition to proper State certification;
- (x) preparation of informative material describing this Corporation and its educational goals;
- (x) where feasible, the opportunity for applicants to visit the schools of this Corporation;

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- (x) the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- (x) solicitation of applications from a wide geographical area;
- (x) consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless s/he has signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

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Such contract will be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and will include:

- (x) the term for which employment is contracted, including beginning and ending dates;
- (x) the salary which the Superintendent will be paid and the intervals at which s/he will be paid;
- (x) the benefits to which s/he is entitled;
- (x) such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

- [x] The Superintendent so appointed will devote himself/herself to the duties of his/her office.
- [x] Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary will be considered by this Board to constitute grounds for his/her dismissal.
- [] The person selected for the position of Superintendent will be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which will be borne
 - () by the Corporation.
 - () by the candidate.

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The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract.

I.C. 5-14-1.5-6.1(b)(5) and (9)
I.C. 20-28-8-6-7-8
I.C. 20-28-8-7
I.C. 20-28-8-8

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