

## **Certificated Management**

### **Employment Eligibility Lists**

The District shall engage in fair and sound personnel practices in the appointment of all employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures. In an effort to place qualified certificated personnel in indicated vacancies as quickly as possible, the establishment of eligibility lists is hereby authorized for the following positions:

1. Principal, Elementary
2. Principal, Secondary
3. Assistant Principal, Elementary
4. Assistant Principal, Secondary

As a general rule, the District will employ the most qualified person available for each open position as determined by its applicant evaluation procedures. Each open position will be advertised and the job description shall include the minimum qualification, training and experience which the District believes to be important. It is incumbent on the staff members who are involved in the selection process to recommend only those candidates who are properly certificated for the position and, who, based on appropriate screening devices, interviews, examination, observations and recommendations, can be expected to perform professionally and highly competently.

Applicants shall be placed on the eligibility list in the order of their relative merit as determined by the combined scores from an Administrative Assessment Center, a final interview panel and any Affirmative Action consideration to which the applicant is entitled.

Eligibility lists established pursuant to this policy shall be valid for a period of one calendar year from the date the list is certified by the Governing Board.

#### *Legal References:*

##### **EDUCATION CODE**

*35160 et seq. Authority of Governing Boards*

*35161 Powers and Duties generally*