

**ADMINISTRATION**

**Series 300**

Policy Title Administrator Qualifications, Recruitment, Appointment Code No. 303.02

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

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

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is 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 will act only on the superintendent's recommendation.

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

**Legal Reference:**  
Iowa Code §§ 279.8, .23 (2009).  
281 I.A.C. 12.4  
1980 Op. Att'y Gen. 367.

**Cross Reference:**  
303 Administrative Employees

Date of Adoption: November 4, 2009 (Revised)

Related Administrative Rules and Regulations:

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