



Title: **Recruitment of Superintendent**

Code: CBB

Section: Section C: General School Administration

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The appointment of a superintendent is a function of the Board of Education. The Board will take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. Final selection rests with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action is required for the appointment of the superintendent.

### **Search process**

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines must be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position must remain confidential until the applicant becomes a finalist for the position. Demographic data, meaning information on an applicant's race and gender that has been legally requested and voluntarily provided on the applicant's application and does not include the applicant's name or other information, of an applicant who was interviewed by the Board but not named as a finalist will be available for public inspection upon request.

A list of the finalist(s) being considered for the position must be made public by the Board at least 14 days prior to appointing a finalist to fill the position. No offer of appointment may be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant will be available for public inspection except that letters of reference or medical, psychological and sociological data must remain confidential.

**Adopted/Approved:** March 20, 1986

**Revised:** February 1, 1996

September 20, 2021

**Reviewed:** February 20, 2003

August 20, 2008

June 10, 2021

**LEGAL REFS.:**

C.R.S. 22-32-110 (1)(g) (*power to employ a CEO*)

C.R.S. 22-44-115 (4) (*administrative contracts*)

C.R.S. 24-6-402 (2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

C.R.S. 24-6-402 (3.5) (*search committee duties*)

C.R.S. 24-72-204 (3)(a)(XI)(A) (*inspection of public records*)

Adopted: **March 20, 1986**

Last Revised: **September 20, 2021**

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Attachments

[CBB Recruitment of Superintendent final 9-20-21.pdf](#)