HIRING ADMINISTRATORS AND SUPERVISORS
(HUM-P013)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process the Clarksville-Montgomery County School System (CMCSS) follows to fill administrator and supervisory positions.

2.0 RESPONSIBILITY:

2.1 Director of Certified Employment

3.0 APPROVAL AUTHORITY:

3.1 Director of Schools

4.0 DEFINITIONS:

4.1 Administrator/supervisory personnel: For the purpose of this procedure, includes principals, assistant principals and supervisors. This procedure is not followed for hiring the Director of Schools.

4.2 Structured screening interview: An interview process using commercially prepared structured questions developed to assess leadership potential

4.3 Selection committee: A team of individuals selected by the Chief Academic Officer to conduct interviews for administrator and supervisory positions

4.4 Applicant List: List organized by Human Resources Department personnel that provides eligible and ineligible administrator/supervisory candidates for a job opening.

5.0 PROCEDURE:

5.1 The Director of Schools makes the final hiring decision for administrator and supervisory positions.

    5.1.1 The Director of Schools approves all new positions or classification changes.

    5.1.2 The Director of Schools either appoints an administrator or supervisor or the Human Resources Department posts the vacancy.

5.2 Internal applicants should email a letter of interest and resume to administratorapplicant@cmcss.net.

5.3 External applicants must complete an online application and email a letter of interest and a resume to administratorapplicant@cmcss.net.

5.4 The Human Resources Department determines whether applicants meet the minimum qualifications for the position

5.5 The Chief Academic Officer chooses the selection committee with the input of the Human Resource Department or departmental administrators, and/or the Director of

schools. The Director of Certified Employment and CHRO, or designee, conducts the structured screening interviews for all eligible candidates.

5.6 The Human Resources Department provides members of the selection committee a list of all interested candidates for a position, and the committee meets and selects candidates to consider for an interview.

5.7 Interview questions are submitted to the Director of Certified Employment for review prior to candidate interviews.

5.8 The selection committee performs the following functions:

5.8.1 Develops interview questions

5.8.2 Reviews the list of applicants with access to his/her application, resume, and personnel file (if available).

5.8.3 Interviews selected applicants.

5.8.4 Level director/Department Head submits the recommendation(s) to the Director of Schools.

5.8.5 Hiring supervisor notifies applicants interviewed but not selected.

5.9 The Director of Schools is provided applicant information upon request.

5.10 The Director of Schools may review candidates' files and may also:

5.10.1 Appoint a submitted candidate; or,

5.10.2 Review candidates interviewed by the Selection Committee; or,

5.10.3 Direct that the position remain open and request additional applicants.

5.11 Human Resources Department or designee notifies applicant of the action taken by the Director of Schools and works with the Level Director and Communications department to coordinate photo and announcement date and time.

5.12 The Chief Human Resources Office personnel sends the announcement via email. The Communications Department sends a press release and updates the CMCSS website.

6.0 ASSOCIATED DOCUMENTS:

6.1 Applications and associated documents

6.2 HUM-F139 – Administrator Recommendation

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

Applications and associated documents	HR Storage Room	Indefinitely	Permanent	Secured Storage area; key controlled access

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/18/04		Initial Release
2/24/05	A	Add 4.2, specify by email in 5.10, add 5.11.1 & 5.11.2
1/19/07	B	Rewrite procedure to include Structured Interview, Interview Committee and Merit List
5/29/12	C	Changed Responsibility from CHRO to Dir. Of Educator Quality, changed 5.8, added 5.11, updated logo and flowchart.
6/19/14	D	Update definitions; add 5.1.2.2; update terminology throughout procedure
6/22/16	E	Removed 5.1.2.1, 5.1.2.2. Updated 5.5 - 5.7.
4/18/17	F	5.2 and 5.3 added email address for applicants. Updated flowchart.
2/21/18	G	Updates to language throughout (not content). 5.7 added, "if candidates do not have interview results on file". Updated flowchart.
11/3/20	H	Minor grammatical changes throughout. Updated item 5.7 to include CHRO. Added item 5.8.1. Updated 5.11 to include working with Level Directors and Communications department to coordinate announcement and photo sharing.
5/6/21	I	Made updates to the interview procedure detailed under 5.0, including an additional requirement for the Director of Educator Quality to review interview questions in advance and that the CHRO or Director of Educator Quality conducts structured screening interviews. More specified responsibilities for members of the selection committee are also detailed in 5.8. Minor grammatical and formatting changes.
8/25/23	J	Updated titles throughout the procedure to reflect new titles in the Human Resources Department. Added HUM-F139 with a link.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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Start

Will Director appoint for the position?

No → Applicants submit their information to administratorapplicant@cmcss.net

Yes

Director makes appointment

HR determines if applicants meet minimum requirements.

CAO chooses selection committee, with input from HR.

HR conducts all structured screening interviews. HR provides selection committee with a list of interested candidates and meets to consider candidates for interviews.

The selection committee develops interview questions, reviews applicants, interviews candidates, and submits a recommendation. Applicant information will be provided to the Director upon request.

Director may appoint submitted candidate, review full list of candidates interviewed, or keep the position open.

Upon hire, HR works with Communications to post the announcement.

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