

AFFIRMATIVE ACTION PROCEDURES FOR ADMINISTRATIVE PERSONNEL

The selection of administrative and supervisory personnel, except the Superintendent, shall be based on a three (3) phase process outlined below.

| <u>PHASE 1-SELECTION CRITERIA</u> | <u>POINTS</u> |
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| A. Formal Education | |
| 1. Doctor's Degree | 5 |
| 2. Specialist Degree | 4 |
| 3. Master's Degree plus 30 Hours | 3 |
| 4. Master's Degree | 2 |
| 5. B.S. Degree | 1 |
| B. Teaching Experience | |
| 1. Ten plus (10+) years experience | 3 |
| 2. Five (5) to ten (10) years experience | 2 |
| 3. One (1) to five (5) years experience | 1 |
| C. Administrative or Other Experience | |
| 1. One (1) year or more as an assistant principal | 1 |
| 2. One (1) year or more as a principal | 1 |
| 3. One (1) year or more in other administrative position | 1 |
| 4. One (1) year or more as a parish or state supervisor | 1 |
| D. Experience in System | |
| 1. Ten (10+) plus years experience | 3 |
| 2. Five (5) to ten (10) years experience | 2 |
| 3. One (1) to five (5) years experience | 1 |
| CUMULATIVE POINTS FOR PHASE I (maximum of 15) | _____ |

PHASE II

Each applicant shall be requested to complete a written response (for persons with disabilities, testing accommodations will be made in a format which does not require the use of the impaired skill unless that is a job-related skill the test is designed to measure) to the same questions as formulated to fit the vacant position and developed by a minority and a majority member of a university faculty and appointed by the Superintendent. Responses shall be reviewed and weighed by the individuals

formulating the questions in a non-identifiable process.

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| a. | Composition | 2 |
| b. | Grammar | 2 |
| c. | Professional Content | 2 |
| d. | Administrative Concept | 2 |
| e. | Organization of Content | 2 |

CUMULATIVE POINTS FOR PHASE II (maximum of 10) _____

PHASE III

A committee consisting of three (3) principals and/or assistant principals, two (2) individuals from the administrative staff, and two (2) teachers shall be appointed by the Superintendent. At no time will the committee be composed of more than five (5) members of any one race. The predominate race of the members of the committee shall be alternated on successive committees.

In the case of the appointment of a principal or assistant principal, two (2) local parents shall serve as interested observers on the committee but shall not have the right to otherwise participate in the selection process. The Superintendent shall have the right to attend interviews of applicants but shall not participate therein or attempt to influence the committee members in any fashion.

The purpose of the committee is to conduct an oral examination (for persons with disabilities, testing accommodations will be made in a format which does not require the use of the impaired skill unless that is a job related skill the test is designed to measure) of each applicant with five (5) questions predetermined by the committee before interviews are initiated. The questions shall be the same for all applicants for a given position and shall be drawn from the following areas:

- a. Scheduling
- b. Personnel
- c. Student Affairs
- d. Curriculum
- e. Finance
- f. School Plant Facilities

Prior to the interviews, the committee will prepare and distribute to each of its members a list of appropriate responses to the interview questions, which list can serve as a guide to the members of the committee in scoring applicant responses.

Responses of all applicants shall be limited to a specific amount of time per question answer as decided by the committee prior to beginning any examination. The time allowed shall be the same for all applicants (exceptions will be noted for applicants

with disabilities which require extended time).

Each committee member shall score each applicant on his/her response per question with a point score range of 0-3 (possible total of 15) on a score sheet. The scores of the committee members shall be averaged by the committee chairperson at the end of all oral examinations.

CUMULATIVE POINTS FOR PHASE III (maximum of 15) _____

PHASE IV

The Assistant Superintendent of Personnel Supervisor shall compute the total scores of all candidates and forward the names of the applicants in rank-order to the Superintendent. The Superintendent shall select a person to recommend to the Board from the top three (3) ranked applicants, or two (2) applicants when fewer than three (3) persons have applied for the position. If only one (1) person has applied and has accumulated at least seventy-five percent (75%) of the highest possible total score during the selection process, the Superintendent may, at his/her discretion, recommend the appointment of that applicant. In no event, however, shall a person be selected to fill an administrative or supervisory position that has not gone through the procedures of the *Affirmative Action Policy for Administrative Personnel* as set forth herein.

Ref: Graham v. Evangeline Parish School Board, 484 F.2d 649 (5th Cir. 1973); Board minutes, 8-3-79, 2-19-93, 5-19-93, 4-19-95, 5-6-98, 1-23-02.