
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2605
LEADERSHIP – FILLING OF POSITION

The Superintendent and the Board of Education are committed to having the most qualified work force which reflects the cultural diversity of the community in accordance with the Equal Employment Opportunity Policy guidelines. All staff involved in the leadership selection process will be committed to the promotion of staff diversity in a learning and working environment which is conducive to open discussion and which is free of intimidation, harassment and unlawful discrimination. Furthermore, they will make additional efforts to recruit, employ, and promote the most qualified leaders who will lead accelerated learning for every student. The leadership selection process will be used for the promotion and hiring of leadership positions.

When a leadership position vacancy occurs, a requisition is generated and must be approved by the Chief of Human Resources/Labor Relations. The process for filling the vacancy is then initiated.

In the case of probable recurring vacancies within a management classification within the current school year, the Chief of Human Resources/Labor Relations may, at his/her discretion, establish an Eligibility pool of qualified candidates sufficient to fill anticipated future vacancies. The exception procedures for including exceptional candidates emerging after an Eligibility Pool is in existence must be followed. If an Eligibility Pool is in existence and current at the time a vacancy occurs, candidates from the pool will be invited to interview.

When an Eligibility Pool is unavailable, the position shall be posted for 5 working days District-wide for lateral transfers, unless the vacancy is filled through an involuntary transfer; the advertisement is available for review by District personnel, currently in the appropriate classification, in order to permit requests for a lateral transfer. The position shall be advertised District-wide for District and non-District employees concurrently with the lateral transfer posting for 10 working days. Other recruitment methods may be utilized as appropriate.

The application process is initiated as vacancies occur. Any individual wishing to apply for an advertised position must submit an application on the District's website and comply with the application process. Applications will remain active on the District's website for 400 days before being placed in an expired status. Notification to activate an application after the closing date of a position requires completion of a "Request for Exception to Interview" form.

The purpose of application screening is to identify, through use of established criteria, the most suitable applicants to advance to a level-one interview and, when necessary, to reduce the number of candidates when there are large groups of applicants for a position. Screening of applications submitted on the District's website by the closing date is the responsibility of the Division of Human Resources/Labor Relations, or designee, to determine those who meet minimum qualifications as stated in the job announcement. The most qualified candidates will be invited to interview with the Level-One Interview Committee. Those not selected for a level-one interview will be notified by email. Inquiries regarding disqualification should be directed to the Division of Human Resources/Labor Relations.

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After completion of the job specific knowledge and skills test, successful candidates will be interviewed by a Level-One Interview Committee. This will be an interview in which specifically agreed upon questions (appropriate and legally compliant) are presented to each candidate exactly in the same manner without probing for further response. The Level-One Interview Committee may be composed of 8-10 panel members with a broad base of representation and diversity and should include at least one or more community member, classified employee, certificated employee, person in the same or similar position, district administrator, and hiring administrator, or designee, as appropriate. The Level-One Interview Committee will rank candidates in accordance with total rating points. The top-ranked candidates will advance to a level-two interview.

The Chief of Human Resources/Labor Relations, or designee, will contact successful candidates and schedule an interview with the Level-Two Interview Committee. Candidates will be informed that references will be verified prior to level-two interviews and written responses will be presented to the Level-Two Interview Committee for review. The Chief of Human Resources/Labor Relations, or designee, will contact unsuccessful candidates with his/her interview results.

Prior to the Level-Two interview, successful candidates who are invited to interview for a position of E24 Vice- Principal or higher on the management salary schedule are required to complete a job specific knowledge or skills test (practicum) administered by the Chief of Human Resources/Labor Relations, or designee. Successful candidates who are invited to interview for a position lower than E24 on the management salary schedule may be asked to complete a job specific knowledge or skills test.

Also prior to the Level-Two interview, successful candidates who are invited to interview are required to respond to a writing sample administered by the Chief of Human Resources/Labor Relations, or designee. The writing sample will become part of the Level-Two interview packet.

The Level-Two interview will be an interview in which candidates are probed in depth about their background, experience, and knowledge relating to the position which they are seeking, as well as inquiries related to topics under discussion. Vice-Principal (E24) positions are required to participate in a Level-Two interview. The Level-Two Interview Committee will be designated by the Superintendent and will include leaders who will work with the positions. Panel members may include: Assistant or Chief supervising the position, Chief Academic Officer, Chief Financial Officer and/or the Chief of Human Resources/Labor Relations, as appropriate, and other individuals at the discretion of the Superintendent.

During the final selection process, the Level-Two Interview Committee will identify the most qualified candidate for the Superintendent to present to the Board of Education. The Chief of Human Resources/Labor Relations, or designee, will conduct extensive reference checks prior to presenting a job offer to the successful candidate. Finalists, both successful and unsuccessful, will be notified of the decision which is to remain **confidential** until Board of Education approval.

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Inquiries regarding non-selection should be directed to the Division of Human Resources or the Hiring Administrator.

All participants in the promotion selection process will be given an evaluation form to provide feedback regarding the process.