

**ADMINISTRATIVE AND SUPERVISORY VACANCIES**

**Recruitment Process**

1. Administrative and supervisory vacancies will be posted within the Nashua School District and advertised externally through the print and electronic media. Such postings will normally include information concerning qualifications, principle duties, salary, starting date, and application procedures.
2. Recruitment for the above vacancies will routinely be conducted internally and externally to the Nashua School District.
3. The external recruitment requirements noted under Section 1 above may be waived if recommended by the Superintendent of Schools and approved by the Board of Education.
4. The Human Resources Committee shall be informed of any job postings in which there are exceptions to the minimum requirements of the position.

**Hiring Process**

1. Board members may request to review copies of resumes and credentials of all candidates.
2. The Superintendent or designee will identify members of the interview and final interview teams. For teams interviewing candidates for principal/assistant principal vacancies, respective school community members will comprise fewer than half the total number of interview team members. Barring extenuating circumstances, all internal candidates for principal/assistant principal vacancies will be interviewed on the first day of interviews. The HR committee will be informed of exceptions to this policy. All Board members will be informed of the date and time of all interviews.
3. Only candidates with a complete application on file, including a minimum of three written letters of recommendation, shall be considered for an interview. Individuals on a hiring team may not write a letter of recommendation for the active file of a candidate being interviewed by the team.

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