



**Provo City School District**  
**Policy Series 1000: Board of Education**

**Policy No. 1540**

**Administrative Personnel**

*Administrative Appointment* Administrators of the District will be approved by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

In determining which individual to recommend for school administrative position, the Superintendent will consider the advice of an Administrative Recommendation Committee appointed by the Board, which will consist of two board members, one Principal, two teachers and two patrons. Where the administrator will be assigned to work at a specific building, the Superintendent will also consider the advice of the building Principal.

*Criteria* Selection shall be based on written criteria which relate to the position requirements. The selection process shall be uniform, with all applicants undergoing the same process. All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to an interview or at the beginning of the interview.

*Certification* All personnel selected must be appropriately certified or have a letter of authorization from the State Board of Education to serve in an administrative position requiring licensure before they can receive any salary from the District.

Legal References :

Utah Administrative Rules R277-505-3 (1993)

Approved by Board of Education:

Synopsis:

Administrative Certification

August 13, 2013