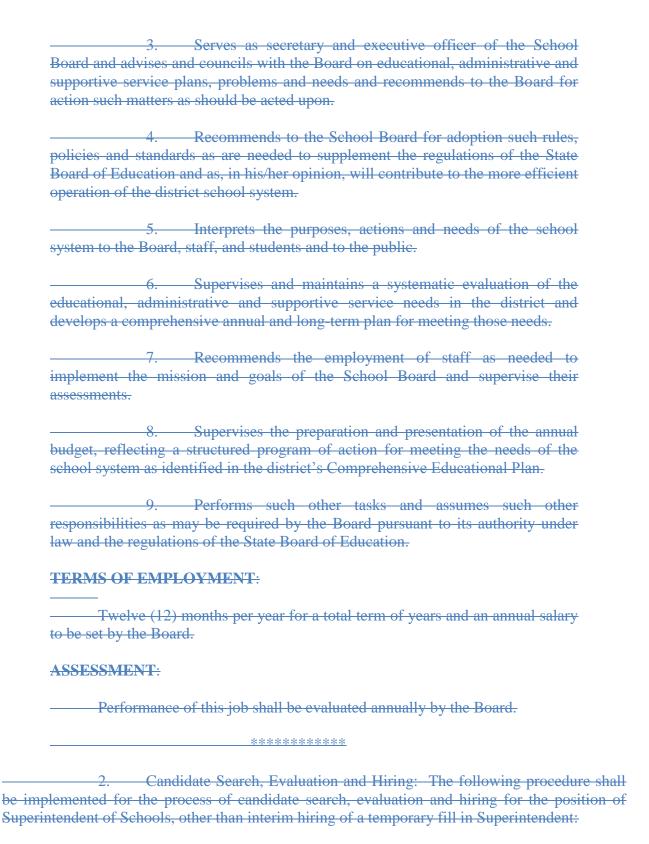
D.	Appointment of the Superintendent
num qual	At such time as the voters determine that the position of Superintendent of ay County is a position that is filled by appointment by the School Board, the lifications, job description, process and procedure for locating and hiring both an armanent superintendent shall be as follows:
e rforman	1. Job Description: The job description, including minimum qualifications ce responsibilities, is as follows:
	JOB DESCRIPTION
TITLE	:: Superintendent of Schools
QUAL	IFICATIONS:
accredi	1. Awarded Master's degree or higher (not honorary) from an ted and recognized University or College. 2. At least three years of public school classroom teaching
	once. 3. At least seven years of progressively responsible onal public school administrative experience. 4. Demonstrated knowledge in administration, supervision,
	lum, business affairs, personnel management, and program evaluation.
REPO	RTS TO: The School Board of Clay County, Florida
SUPE	RVISES: All employees of the School Board of Clay County, Florida
instruct	OAL: To provide leadership in directing the administrative, tional and supportive staff toward planning, developing, and maintaining topossible educational programs and services.
PERF(ORMANCE RESPONSIBILITIES:
respons Board	1. Exercises the powers and authority assigned by the ution and the laws of Florida and performs such duties and exercises such sibilities as assigned to the Superintendent by law, regulations of the State of Education and the rules and policies of the School Board of Clay, Florida.
	2. Administers and supervises, directly and indirectly, all ms and services provided by the Board and sees that the policies, rules, and ons of the Board are executed.



A. The candidate search, evaluation and hiring shall include the involvement of a professional search firm, a citizens committee appointed by the School Board and the
B. A professional search firm shall be hired by the School Board to implement the candidate search process and to advertise for, initially screen and preliminarily evaluate candidates, based on a review of credentials and any other review determined by the search firm to be to be relevant and necessary to provide qualified candidates to the School Board for consideration. The scope of the search firms activities shall be governed by mutual
agreement.
C. The School Board shall appoint fifteen citizens from Clay County whose responsibility shall be to perform a paper review of the credentials, resumes—and qualifications of all candidates recommended by the search firm. The committee shall hold not less than two (2) and not more than five (5) meetings as a group to discuss candidate applications. The Attorney——for———the School Board shall attend the meetings to facilitate the appointment of a committee chair at the first meeting and to act as parliamentarian for the remaining meetings. The committee shall meet in the sunshine, shall hold all discussions of the candidates in the sunshine, committee meetings shall be recorded and advertised on the School Board web site. After a thorough review of the candidates they shall rank the applicants by preference, with the first ranked candidate being the most preferred, and submit the applications and the candidate ranking, along with any accompanying documents to the School Board for consideration.
D. The School Board shall receive and review the applications and recommendations submitted by the candidates, the search firm and the citizens review committee. After discussion at a public meeting they shall determine the top ten (10) candidates that should be scheduled for interview by the full board. After interviewing, considering and taking public input regarding the top ten (10) candidates the Board shall determine the top three (3) candidates from whom they shall make their final choice. The decision as to whom the School Board shall offer the position of Superintendent shall be made by majority vote, at a public meeting after accepting public comment and input from the citizens as required by Florida Statute.
3. Interim Appointment of Superintendent: The interim employment by the School Board of a temporary administrator to fill the job of Superintendent of Schools during the time that the School Board conducts a search for a long term Superintendent as set forth in paragraph 2 shall be conducted as follows:
A. The School Board shall ensure that the temporary/interim applicant that they hire has qualifications numbered 1 and 2 of the minimum qualifications set forth in the Job Description outlined in paragraph 1 of this policy and a minimum of 3 years public school administrative experience. All other procedures set forth in paragraph 2 of this policy shall be suspended for the purpose of appointment of an interim Superintendent.
B. The School Board may accept applications from any source for the interim position of Superintendent. The position shall be advertised on the School

District web site for a period of not less than 24 hours. Applications shall be accepted for
a period of 48 hours after the initial posting after which no applications shall be accepted
The School Board may set a special meeting at which they may evaluate the applications
and make an appointment of one person from among those applicants to the position of
interim superintendent. Public comment shall be taken before the School Board, by
majority vote, makes the determination of appointment of interim Superintendent.

C. The appointment to the position of interim Superintendent shall be temporary and shall be for a period of no more than six (6) months after which the School Board may reappoint the person serving as interim Superintendent for a period of no more than an additional six (6) months

(References: Fla. Stat. 1001.32; 1001.41; 1001.42; 1001.461; 1012.22)