

Administrative Organization and Roles**Administrative Hiring**

Because the quality of administrators hired by the Board is a major component of an effective and productive educational program, the Board will make every effort possible to attract and retain the best-qualified personnel. Contracted administrators will be officially employed by the Board of Education in accordance with provisions of state law.

The district's hiring procedures comply with all federal and state hiring practices. The district is an equal opportunity employer, as and required by the Immigration Reform and Control Act hires only American citizens and aliens who are authorized to work in the United States. Applications for administrative positions in the school district shall be made in writing upon official application blanks furnished by the Board of Education, through the Superintendent's office. Applicants shall complete the official application blank and return it to the superintendent. The office of the superintendent shall investigate the personal, professional, and experiential background of applicants. The approval of the application and the employment of a professional employee by the Board of Education shall be made only upon recommendation of the superintendent of schools.

The interview process in the Knox County R-I School District will include the superintendent, building level administrators, appropriate staff representatives, and two members from the Board of Education. The Board members will serve on a rotating basis. All members of the interview team shall complete the entire interview process for any given position.

It shall be the policy of the Board of Education to employ those persons who may be properly certificated by the Missouri State Department of Elementary and Secondary Education.

Re-Adopted: April 15, 2025

Adopted: May 15, 2012

Knox County R-I School District, Edina, Missouri