

Procedure for Screening Applications – Administrator Positions

Human Resources screens all applications for minimum qualifications prior to the applications being forwarded to the screening and interview committee for review and consideration. Minimum qualifications, both education and experience requirements, are detailed in the job description. Job descriptions are posted on the Human Resources page on the district's website. Title 5, Section 53402, defines an administrator and an education administrator and the district defers to these definitions in determining whether an administrator position is an educational administrator and, subsequently, what minimum qualifications are required and appropriate.

When screening applications for the minimum degree requirement, Human Resources reviews attached transcripts (official and/or unofficial), diplomas, and/or foreign transcript evaluations from a professional evaluation agency. Human Resources confirms that any degree/coursework used to satisfy the education requirement are from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Human Resources also confirms that the degree has been conferred based on the supporting documents submitted by the applicant.

With regard to experience, Human Resources reviews the application, resume, and/or cover letter to determine whether the experience meets the minimum qualifications, as well as whether the experience is/was full-time or part-time and the length of the experience. Where years of professional or occupational experience are listed in the minimum qualifications, the requirement is for the stated number of years of full-time experience or the equivalent in part-time experience (Title 5; Section 53404), and Human Resources calculates the years full-time equivalent experience when necessary. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field (Title 5; Section 53404).

When appropriate, Human Resources determines if a combination of education and experience is equivalent to the minimum qualifications.