



Lincoln Public Schools  
Lincoln, MA 01773

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### ADMINISTRATIVE POSITIONS

1. A screening committee will be formed consisting of representatives of those who are affected by the position being filled, i.e., staff, parents, administrative representative. Staff members of screening committees will not be paid for their services.
2. Screening will consist of:  
Reading Resumes  
Conducting Initial Interviews
3. The Superintendent may request or be requested by the Screening Committee to be involved in final interviews.
4. The Screening Committee presents three names to the Superintendent. The names are not rank-ordered.
5. The Superintendent interviews the finalists and brings the recommendation to the School Committee for appointment.

Approved at School Committee Meeting of April 22, 1985

#### Notes:

Our current Policy Manual does not have policy GCA (Professional Staff Positions). If we are considering keeping GCAB-R, perhaps we should consider adding GCA:



#### **File: GCA - PROFESSIONAL STAFF POSITIONS**

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

SOURCE: MASC