

PRINCIPAL SELECTION POLICY

PREPARATION: When the council learns that the school needs to hire a principal, they will:

1. Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council Vice-Chair (or designee) will arrange for this training on a date agreed upon by the council and a special called meeting of the council for this purpose with “Principal Selection Training” as the agenda.
2. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training.

The council may also elect a Vice-Chairperson (if none exists) to chair the council during the principal selection process.

SELECTION PROCESS: The Council will:

1. Design and carry out processes to get stakeholder input on what traits will make the best leader for this school. Stakeholder input will involve but not be limited to faculty and staff, parents and students (where appropriate).
2. Call a special meeting of the council and meet in **open session** to:
 - a. Discuss with the superintendent any qualifications required by the Board, the process and the timeline for receiving applications, and other steps in the hiring process.
 - b. Develop a set of criteria for a strong candidate using the stakeholder input plus council members’ ideas. The criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - c. Use the criteria they have developed to write standard interview questions that fit those criteria and which will be asked of all candidates in in-person interviews.
 - d. Decide on other methods to use to gather information about the candidates. The methods may include (but not be limited to) some or all of the following; applications and resumes, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
3. Call a special meeting of the council and meet in **closed session** to:
 - a. Review all applications on file in the superintendent’s office and written references and select applicants to interview.
 - b. Additional applications shall be requested and/or posting of position extended if previous applicants do not meet the criteria established by the SBDM council for principal selection.
 - c. Determine if information in the written applications and resumes points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary.
4. Schedule interviews with each applicant who has been selected to be interviewed.
5. Conduct each interview in a special called meeting in **closed session** during which:
 - a. All the standardized questions will be asked in the same order for every candidate.

- b. Any specialized or follow-up questions will be asked after the standardized questions.
 - c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.
6. Hold **closed session** discussion of the merits of all applicants and work toward consensus on the final selection.

SELECTION OF THE NEW PRINCIPAL: All information is gathered, the council will:

- 1. Meet in **open session** to make the final selection of a new principal.
- 2. Notify the superintendent immediately of the council's choice. This choice is binding on the superintendent who will complete the hiring process.

VACANCY OCCURRING DURING THE SCHOOL YEAR: When the school council learns that there will be a vacancy during the school year:

- 1. The Council will meet with the superintendent to determine a timeline for filling the vacancy.
- 2. The Council will notify the superintendent if they want to request an interim assigned during the hiring process (depending on the timeline approved by the council) or to finish the current school year.. Interim to be appointed by the superintendent.
- 3. The council may choose to have an interim appointed, ask the superintendent to post the position, and wait until late spring or early summer to gather applicants then follow to the regular selection process to complete the hiring guidelines as stated by policy.

Policy Evaluation:

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Reference: KRS 160.345 Section 2(h)

Date Adopted: _____February 17, 2009_____

Date Reviewed or Revised: 1st reading __1/20/09_____ Council Chairperson's Initials: __FSC____

Date Reviewed or Revised: 2nd reading ____2/17/09____ Council Chairperson's Initials: _FSC__

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