

LIBERTY ELEMENTARY SCHOOL Principal Selection Process Policy

PURPOSE: The purpose of the policy is to establish a procedure for the School Based Decision Making Council to utilize in the selection of a new principal following notification from the superintendent that a vacancy for principal exists.

KRS 160.345(2)L

If the vacancy to be filled is the position of principal, the outgoing principal shall not serve on the Council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the Council for the purpose of the hiring process and shall have voting rights during the selection process. The Council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the Council. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal. The school Council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The Council shall select the trainer to deliver the training.

POLICY STATEMENT: When it becomes necessary to fill a vacancy verified by the Superintendent, for the principalship of Liberty Elementary School, the selection process shall consist of the following steps:

1. The interviewing committee shall consist of the SBDM Council. The Superintendent or designee chairs the school Council during the principal selection process.
2. The Chairperson shall call a meeting, and the Council shall:
 - Select a recorder for all of the Interviewing Committee/Council Meetings.
 - Review the Liberty Elementary School Selection Process Policy.
 - Arrange required training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal.
 - Select the trainer to deliver the training.
 - Determine timelines for the Principal Selection Process.
3. The Chairperson shall meet with the Council in open session to discuss the criteria for the Liberty Elementary School principal selection process.
4. Following training, the Council shall proceed with the following steps:
 - Schedule open meetings to receive input from staff, parents, PTA, community, and other interested parties on criteria for the type of candidates they would recommend for the principalship.
 - Schedule an open meeting to develop the criteria for a Principal Profile which is to be sent to the Superintendent.
 - Develop a set of interviewing questions to be used for all candidates.
 - Schedule a closed session to review applications and references of candidates recommended by the Superintendent, and select candidates to be interviewed.
 - Meet in closed session to discuss how well each applicant meets the criteria of the Principal Profile. If necessary, the Chairperson shall notify the Superintendent's office that the Council requests additional applicants.
 - The Liberty SBDM Council shall meet in open session to select the new principal. This decision shall be reached by consensus decision making. If the Council has failed after three attempts to reach consensus, the decision shall be by majority vote which is to be recorded in the minutes of the meeting.
 - The Chairperson shall notify the Superintendent of the Council's choice.
5. After receiving the Council's choice of applicants, the Superintendent shall complete the hiring process.