

**ATTACHMENT E**  
**DIXIE MAGNET ELEMENTARY SCHOOL**  
**PRINCIPAL SELECTION POLICY**

1. When the Dixie staff is informed that there is a vacancy in the position of principal, the SBDM Council meets with district staff to establish process, procedures, and timeline. The superintendent's designee will replace the principal as chair of the Council.
2. The SBDM Council selects a trainer and receives training on the principal selection process. Both are legally required to be included in Council minutes.
3. The SBDM Council prepares a principal profile to submit to the superintendent. Then following process is a key component of the development of the profile. The Council or their designee facilitates input sessions for both faculty and parents. Both groups should be asked to respond to the following:
  - A. What are some crucial goals that you have for your school over the next two years as related to the following?
    - 1) Student achievement;
    - 2) School interactions;
    - 3) Parent involvement.
  - B. Given your responses to question A, what characteristics will be needed in a new principal to ensure implementation of your goals?
4. The SBDM Council uses the information generated from the input sessions to assist in developing a one or two page principal profile for the superintendent.
5. The SBDM Council submits the principal profile to the superintendent or designee.
6. The superintendent's administrative screening committee screens principal candidates using the school's principal profile information as an important reference.
7. The superintendent or designee meets with the Council to present a list of acceptable candidates based on the profile submitted. This meeting is conducted in closed session.
8. The SBDM Council processes each application. They determine which candidates to interview, as well as date and times for interviews. Reference checks are strongly recommended.
9. After interviews, the SBDM Council selects a candidate and presents that name to the superintendent in writing. The superintendent officially offers the candidate the position.
10. After the position has been accepted, the SBDM Council will arrange a time to introduce the candidate to the staff and parents.

Date Revised: 5/9/16