

Principal Selection

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 the notification from the Superintendent that a vacancy for principal exists. KRS 160.345

Policy Statement: When it becomes necessary to fill a vacancy verified by the Superintendent, for the principalship of Northern Elementary, the selection process shall consist of the following steps:

- 1 . The Interviewing Committee shall consist of the School Based Decision Making Council. The Council shall select a chairperson for this committee by majority vote. It is strongly encouraged that a Northern parent or teacher SBDM member, and not the current principal, serve as the chairperson of the Interviewing Committee.
2. The Chairperson shall call a meeting and the Council shall:
 - Select a recorder for all of the Interviewing Committee/Council Meetings
 - Review the Northern Elementary School Principal Selection Policy »> Arrange the 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 Council shall meet with the Superintendent or Superintendent's designee in open session to discuss the criteria for the Northern Elementary 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.
 - Meet with the Superintendent or Superintendent's designee to discuss the Principal Profile developed by the council for the Principal Selection Process.
 - Develop a set of interviewing questions to be used for all candidates, and determine if the Council wants to advertise the position in addition to the advertising provided by the district.
 - 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 that the Council requests additional applicants.

- The Northern Elementary School Based Decision Making Council shall meet in open session to select the new principal. (The decision shall be 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 SBDM Council's choice.

5. After receiving the Council's recommendation of an applicant for the principal position, the Superintendent shall complete the hiring process.