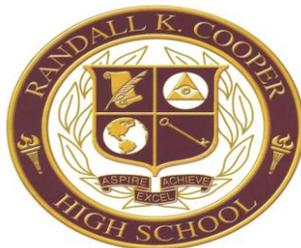


PRINCIPAL SELECTION POLICY



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 call a special 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 superintendent or their designees chair the council during the principal selection process.

SELECTION PROCESS

The council will:

The principal selection process at the school level is set out in KRS 160.345 (2)(h).

1. 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 superintendent will declare Principal vacancy and post the vacancy. 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 (three hours minimum). The council shall select the trainer to deliver the training.
2. Personnel decisions made at the school level under the authority of subparagraphs 1., 2., and 4. of this paragraph shall be binding on the superintendent who completes the hiring process.
3. If the vacancy for the position of principal occurs in a school that has an index score that places it in the lowest one-third (1/3) of all schools below the assistance line and the school has completed a scholastic audit under KRS 158.6455 that includes findings of lack of effectiveness of the principal and school council, the superintendent shall appoint the principal after consulting with the school council.
4. Applicants subsequently employed shall provide evidence that they are certified prior to assuming the duties of a position in accordance with KRS 161.020.

5. 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).

6. 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 council will aim for a list of about 10 criteria. These 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 résumés, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.

7. Call a special meeting of the council and meet in closed session to:

- a. Review all applications and written references and select applicants to interview.
- b. Determine if information in the written applications and résumés points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary.

8. Schedule interviews with each applicant who has been selected to be interviewed.

9. 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.

10. Hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.

SELECTION OF THE NEW PRINCIPAL

After all information is gathered, the council will:

1. Meet in open session to make the final selection of a new principal through consensus. If consensus can't be reach, see bylaws on next steps. This choice is binding on the superintendent who will complete the hiring process.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: 6/14/2012 Special Meeting Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____