

# Ockerman Elementary Site Based Policy 10.2

## Ockerman Elementary School Principal Selection Policy

KRS 160.345(h) "...If the vacancy to be filled is the position of principal, the school council shall select the new principal from among those persons recommended by the local superintendent. When a vacancy in the school principalship occurs, the school shall receive training in recruitment and interviewing technique prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training. Personnel decisions made at the school level under the authority of this subsection shall be binding on the superintendent who completes the hiring process. Applicants subsequently employed shall provide evidence that they are certified prior to assuming the duties of the position in accordance with KRS 161.020. The superintendent shall provide additional applicants upon request when qualified applicants are available."

**Criteria:** Once the vacancy has been verified by the Superintendent, the SBDM shall get input from teachers, staff, and parents in the development of criteria. The council shall develop a set of criteria for selection of a Principal and the Council Vice-Chairperson shall communicate it in writing to the Superintendent.

**Plan:** The council shall develop a written plan for selection of a Principal and shall disseminate the plan to teachers and leaders of the parent organization. The plan shall include selection criteria and a time line.

**Interview:** The council shall be responsible for interviewing candidates submitted by the Superintendent and reviewing all written information on each candidate provided by the Superintendent. The school council will schedule a series of special meetings to review the applicants and conduct necessary interviews. All interviews and discussions of candidates will be conducted in closed session.

**Selection:** The council shall select a Principal from the candidates provided by the Superintendent. The council reserves the right to request additional candidates from the Superintendent. The final selection shall be communicated to the Superintendent in writing by the chairperson. The council chairperson or vice-chair person will contact the candidate and arrange for notification of faculty and parents.

**Selection / Alternate:** At the completion of interviews and discussions, the school council will choose a candidate to recommend to the Superintendent, and the chair or vice chair shall report the results of the process to the Superintendent in writing.

If the school council is unable to approve a recommendation to the superintendent by August 1<sup>st</sup>, the school may ask the Superintendent to choose an interim Principal until they are able to reach a decision.

Policy 10.2 of the Ockerman Elementary School Council's Policies was adopted on 10/5/2017 and signed by the following Council Members:

Brittany Bramlage

Jay A. Sledge

Alyse Damonte

Deanna R. Patton

Mackenzie Dailey

SBDM Secretary:

Susan Bell

Susan Bell