

Marie Roberts-Caney Elementary School Principal Selection Policy

Preparation:

When the council learns that the school needs to hire a principal, the will:

- Meet with the superintendent, or designee, (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Council's website.
- Elect a Vice-Chairperson from among the council members to act as a liaison and contact person with the Chair (superintendent) during this process.
- 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.
- 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.

Selection Process:

The council will:

- Design and carry out processes to get stakeholders input on what traits will make the best leader for our school. Stakeholder input will involve but not be limited to faculty and staff, parents, and students (where appropriate).
- Call a special meeting of the council and meet in open session to:
 - a. Discuss 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 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 limited to) some or all of the following: applications and resumes, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
- 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 resumes points to any specialized questions that should be asked of a particular applicant and develop these questions if necessary.
- Schedule interviews with each applicant who has been selected to be interviewed
- 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.
- Hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
- If the council is not satisfied with any of the candidates, the council should discuss the option of having an interim principal appointed by the superintendent until a suitable applicant is found.
- Keep all closed session discussions confidential.

Selection of the new principal:

After all information is gathered, the council will:

- Meet in open session to vote for the final selection of a new principal.
- Ask the superintendent to complete the hiring process.

Date Adopted: 08/21/2018

Date Reviewed or Revised: _____