Policy #2

Adopted: 1-8-02
Revision First Reading: 10-12-11
Revision Second Reading: 11-9-11

# Clark-Moores Middle School
# School-Based Decision Making Council
# Hiring Policy: Principal/Vice Principal

**Vacancy in the Position of Principal**
When a vacancy in the school principalship occurs, the school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training.

**Criteria**
Once the vacancy has been verified by the superintendent, the council shall develop a set of criteria for selection of a principal and communicate in writing the criteria to the superintendent.

**Interview**
The council shall solicit specific information concerning criteria development from teachers, staff, and parents following open meeting procedures.

From a list of candidates submitted by the superintendent, the council shall be responsible for:

1. reviewing information on each candidate
2. selecting applicants for interviews
3. conducting interviews

**Selection**
Should a candidate be chosen at this time, the selection shall be communicated to the superintendent in writing. Should no suitable candidate be found, the council shall request a list of additional qualified candidates be recommended by the superintendent at which time the interview process shall be repeated.

**Vacancy in the Position of Vice-Principal**
The vacancy will be posted for thirty (30) days, unless an emergency situation exists and the thirty days requirement is eligible to be waived. The interviewing committee will consist of the following:

1. Representatives from each content area
2. Two parents
3. A principal

The committee shall interview the list of candidates provided by the principal. After reaching consensus the Committee shall give its recommendation to the Principal who will consult with

the Council, and present committee recommendations along with his/her recommendation. The meeting may be held at the Board of Education for convenience or may be held at the school.