

# WEST MARION ELEMENTARY

"CAN DO---ATTITUDE"

## PRINCIPAL SELECTION POLICY



### PREPARATION

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

The council may also elect a Vice-Chairperson (if none exists) to chair the council during the principal selection process.

### SELECTION PROCESS

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

1. Obtain training in recruitment and interviewing techniques from a trainer of its choice. (example KASC Principal selection training)
2. Hold at least one afternoon and one evening meeting to receive suggestions from parents, staff, and other interested parties on what traits will make the best leader for the school.
3. Meet in open session to:
  - a. Review the school's mission and Comprehensive School Improvement Plan and discuss how the newly hired person will need to contribute to that work.
  - b. Review the descriptors for the Standards and Indicators for School Improvement and discuss skills that may be needed to move the school toward high performance.
  - c. Determine criteria for a strong candidate.
  - d. Develop standard interview questions that fit those criteria.
  - e. Identify any other methods they may want to tell whether candidates met the criteria, beyond the application, references and interview.
4. Meet in open session with the superintendent to discuss the criteria and other steps in hiring process.
5. Meet in closed session to:
  - a. Review applications and references of candidates recommended by the superintendent.
  - b. Select persons to be interviewed who appear reasonably capable of fitting the Council's criteria.
  - c. Decide if information in the written application leads to any specialized questions that should be asked of a particular applicant.
  - d. Agree on what, if any, specialized questions will be asked.
6. Schedule an interview with each selected applicant at a time when all Council members can attend.
7. Conduct each interview in a closed session, during which the Council will:
  - a. Ask all the standard questions in the same order each time.
  - b. Ask the specialized questions after that.
  - c. Ask any follow-up questions after that.
8. Meet in closed session to discuss how well each applicant meets the criteria.
9. If necessary, request additional applicants from the superintendent and repeat steps 5-8 above.
10. Meet in open session to make the final choice of principal.
11. Notify the superintendent immediately of their choice.

### SELECTION OF THE NEW PRINCIPAL

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After all information is gathered, the council will:

1. Meet in open session to make the final selection of a new principal.

2. Notify the superintendent immediately of the council's choice. This choice is binding on the superintendent who will complete the hiring process.

## **PRINCIPAL SELECTION PROCESS SB12**

SB 12 Amends KRS 160.345 regarding principal selection

First, it requires the superintendent to provide additional qualified applicants to the principal upon his or her request regarding a principal vacancy. Second, if there is a principal vacancy, the outgoing principal cannot serve on the school-based decision making council during his or her replacement-selection process. Instead, the superintendent or his or her designee will serve as the chair of the council during the selection process and have voting rights. Third, the council must have the applications of all of those who applied for the position and who are certified for the position. Fourth, the new principal must be elected on a majority vote of the membership of the council. Finally, the new law also prohibits any principal who has been removed from a position in the district for cause to be considered for appointment as a principal.

## **POLICY EVALUATION**

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

Date Adopted: 3/13/06

Date Reviewed or Revised: 8/4/08 Council Chairperson's Initials JBM

Date Reviewed or Revised: 9/8/11 Council Chairperson's Initials JBM

Date Reviewed or Revised: 1/10/2013 Council Chairperson's Initials JBM

Date Reviewed or Revised: 7/18/2013 Council Chairperson's Initials JBM

### **NOTES ON USING THIS POLICY**

**CONNECTION TO COUNCIL BYLAWS:** This policy should be referenced in your council bylaws in a section on council responsibilities and then attached in an attachment section at the end of the bylaws. There is no need to copy the whole policy into the body of the bylaws. KASC's Bylaws Kit models this.