

BOURBON COUNTY HIGH SCHOOL

SCHOOL COUNCIL POLICY

DISTRICT: BOURBON COUNTY SCHOOLS

COUNCIL POLICY TYPE (Check One)

By-Laws (Council Operations Policies)

Function (School Operations Policies)

Policy Number

1 5 • 0 0

POLICY TOPIC DESCRIPTION: Principal Selection Policy

POLICY STATEMENT

PREPARATION

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

1. Select a trainer of their 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 council may also elect a Vice-Chairperson (if none exists) to chair the council during the principal selection process.

SELECTION PROCESS

The council will:

1. 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).
2. 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: reviewing application and resumes, reviewing and contacting references, applicant portfolios, open forums, and written responses to a hypothetical work related challenge.

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

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

4. Schedule interviews with each applicant that has been selected to be interviewed.

5. 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. 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:

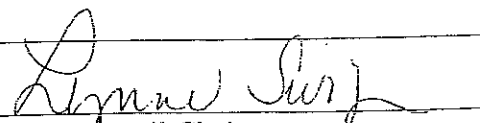
- 1.. Meet in open session to make the final recommendation of a new principal.
2. Notify the Superintendent immediately of the council's recommendation. The Superintendent will then take the recommendation to the Kentucky commissioner of education to complete the hiring process.

POLICY EVALUATION

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

Date Adopted: 18 June 2009

Signature


Council Chairperson