

Simmons Elementary  
Policy Revision Date: August 2014  
Policy: Principal Selection

Council considerations when adopting/reviewing their *Principal Selection* policy:

KRS 160.345:

If the vacancy to be filled is the position of principal, the outgoing principal shall not serve on the council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the council. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal.

***Policy Statement***

Once the superintendent has verified a vacancy, the SBDM Council will form an Interview Committee. The principal selection Interview Committee shall consist of the SBDM Council and three additional members to be selected by the Council. The outgoing principal shall not serve on the Council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the Council for the purpose of the hiring process and shall have voting rights during the selection process.

The Interview Committee, as established above, shall develop a survey and may conduct meetings to get input from teachers, staff, parents, and community members for the development of specific criteria for the selection of a principal. The SBDM Council shall communicate to the school community a plan that shall include selection criteria and a timeline. The Interview Committee will develop a set of interview questions. The Interview Committee shall have access to the applications of all persons certified for the position. No principal who has been removed from a position in the district for cause may be considered for appointment as principal.

The Interview Committee will schedule a series of meetings to review applicants' materials, to formulate interview questions using the criteria, and to conduct the oral interviews. The Committee may request that one or more candidates return for a second interview. All interviews and discussion of candidates will be conducted in closed sessions.

After thorough discussion and review of the candidates, the Interview Committee shall make a recommendation of its top choice to the SBDM Council. After consideration has been given to the committee's recommendation, the Council shall have the responsibility of selecting the principal for the school as mandated by KRS 160.345. The principal shall be selected on a majority vote of the membership of the Council. If the Council is unable to make a choice, the Council will ask the superintendent for other available candidates to interview or to appoint an interim principal for a period of no longer than one year.

Date of First Reading: 8/28/14

Date of Second Reading: 8/30/14

Date Adopted: 9/30/14

SBDM Chairperson Signature: 