

## SCHOOL-BASED DECISION MAKING

### Policy Format

**School:** Hite Elementary School

**Subject of the Policy:** Principal Selection

**Policy Statement:**

Once the superintendent has verified a vacancy, the SBDM Council will form an Interview Committee. The outgoing principal shall not serve on the council during the principal selection process. The superintendent or the superintendent's designee shall serve as 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 or assistant principal who has been previously removed from a position in the district for cause may be considered for appointment as principal.

The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The district shall select the trainer to assist the council in the hiring process.

The Interview Committee, which will include the council at a minimum, shall develop a survey and conduct meetings to gather input from teachers, staff, parents, and community members for the development of specific criteria for the selection of a principal. The Interview Committee will develop a set of interview questions. The SBDM Council shall communicate to the school community a plan that shall include selection criteria and a timeline.

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 KRS160.345. The principal shall be elected 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 1<sup>st</sup> Reading: 11/17/99

Date of 2<sup>nd</sup> Reading: 01/19/00

Date Adopted: 01/19/00

Date Revised & Approved: 10/17/07

Date Revised: 09/14/11

Date Revised: 09/24/14

Signature: Timothy C. Hagan  
SBDM Council Chairperson