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| **11. Principal Selection Policy** |

**School District: Leslie County School: Leslie County High**

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|  |  | **Operational Procedure** |  |
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|  |  | **Function** |  |
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| **Topics** | **Statement** |
|  | **11. Principal Selection** Principal Selection Policy  |  |  |  | | --- | --- | --- | | When a principal vacancy occurs: | | | |  | | 1. The school council shall obtain training in recruitment and interviewing techniques from a trainer(s) of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council minutes along with the dates and the times of the trainings. | |  | 1. The superintendent shall provide the school council with a list of qualified applicants. The school council shall meet in closed session to review applications and references. Council shall discuss criteria and draft questions in open session(s). Date(s) shall be selected for interviews at a time when complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session. | | |  | | 1. The school council shall meet at the conclusion of all interviews in closed session to discuss each applicant. If more applicants are requested, the vice chair shall contact superintendent. Step 2 will be repeated. 2. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made. 3. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent shall contact the applicant to offer the position and complete the hiring process. | |  | | 1. Once the applicant accepts the principal position, the vice chair shall contact school council members to notify that position has been filled. 2. The school council shall follow district policy, working with district human resources to notify other applicants of school council decision. 3. Principal selection shall be announced and candidate introduced at the next regularly scheduled council meeting. The vice chair may call a special meeting for this announcement. | |
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**Adopted: May 19, 2011 Signature**

**Chairperson**

**Amended**