

## 9.0 PRINCIPAL SELECTION

**District: Covington Public Schools**

**School: Sixth District School**

**Date Adopted: 9-25-07**

**Date Reviewed:**

### POLICY STATEMENT

When a principal vacancy occurs:

- Week 1      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 the training. This shall be completed prior to beginning of the selection process. The names of the trainers shall be noted in the council minutes along with the dates and the times of the trainings.
- Week 2      2. The superintendent shall provide the school council with a list of qualified applicants. The 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 the complete council can be present. The vice chair of the council will contact applicants to schedule interviews. Interviews shall be conducted in closed session.
- Week 3      3. At the conclusion of all interviews, the school council shall meet in closed session to discuss each applicant. If more applicants are requested by council, the vice chair shall contact the superintendent and Step 2 will be repeated.
4. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made.
5. The vice chair shall inform the superintendent of the applicant council has selected. The superintendent shall contact the applicant to offer the position and complete the hiring process.
- Week 4      6. Once the applicant accepts the principal position, the vice chair shall contact the school council members to notify them that the position has been filled.
7. The school council shall follow district policy, working with district human resources to notify the other applicants of council's decision.
8. Principal selection shall be announced and the candidate introduced at the next regularly scheduled council meeting. The vice chair may call a special meeting for this announcement.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Signature of SBDM Council Chairperson: \_\_\_\_\_