

District: Covington Independent School District
School: Glenn O. Swing Elementary

Principal Selection Policy

Mission Statement

It is the mission of the Glenn O. Swing Elementary School to provide its students with opportunities designed to meet individual needs in a positive learning environment and to encourage high levels of achievement in social, emotional, behavioral, and academic development. Through respectful collaboration with parents and colleagues, we will inspire students to give back to their community and promote a love for school and learning.

Policy Statement

1. Declare Principal Vacancy

The Superintendent (or designee) must declare a principal vacancy at a school as a result of a principal retirement, resignation, termination, or other reason.

2. Post the Vacancy

This requires a 30-day posting of the position prior to employing someone. The position must be posted at district central office for public viewing and also must be listed in a statewide registry.

3. Hold Initial Open Meeting

Council will meet in an open meeting (with superintendent or designee) to discuss the SBDM law related to principal selection, district recruiting activities, the possible need for an interim administrator, required training for principal selection process.

4. Set Up Principal Selection Training for the Council

This training must be advertised as an open meeting and must include the superintendent (or designee). The council will select the trainer and the length of the training. Three hours is a suggested minimum with the trainer available for follow-up questions.

5. Establish Council Timeline and Plan for Selection

Start with target date for selecting a principal and work backwards to decide a timeline and plan for your work.

6. Recruit Principal Candidates

Beyond posting the position, advertise broadly and recruit minority applicants.

7. Draft Principal Candidate Criteria (Open Meeting including Superintendent or designee)

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8. **Review Applicants and Decide Whom to Interview** (Closed Session including Superintendent or designee)
9. **Interview the Candidates** (Closed Session including the Superintendent or designee)
10. **Evaluate the Candidates Using the Agreed-Upon Selection Process** (Closed Session including SI or designee)
11. **Prepare the Principal Selection Meeting** (Open Meeting including Superintendent or superintendent's designee)

Decide who will communicate with the candidates, council member or superintendent/designee.

12. **Select the Principal** (It is legally required that the council select the principal)

- After the council and superintendent (or designee) interviews all selected candidates, the council and superintendent/designee should call a special meeting to discuss the candidates.
- The council should then go into closed session to discuss the candidates and determine whether to offer the job to one of the interviewed candidates.
- Once it is clear which candidate will be selected, call that person while in closed session to see if he/she will take the job.
- If the candidate accepts, go into open session, read the prepared statement/motion, and vote to select that person.
- If the candidate does not accept, stay in closed session and discuss whether another candidate meets your criteria and the council wants to hire. If yes, repeat process above. If no, council must announce that they request the superintendent/designee to repost position. At this point, it may be needed to select an interim administrator.

13. **Follow-Up After the Principal Selection Meeting** (Assigned Council Members or SI/designee)

Notify the applicants who were not selected. Notify school staff of the candidate selected.

14. **Complete the Hiring Process** (Superintendent or designee)

Date Adopted:	April 18, 2013
	Chair
T. Bell	Vice-Chair
Steph Bae	Parent
Julia Hiley	Parent
Ellen Cochran	Teacher
Parula O'Fl	Teacher