

G. C. Burkhead Elementary School

SBDM Council Policy

Policy Number 07.03

Selection of a Principal

When the council learns that the school needs to hire a principal, the Council will:

1. Obtain training in recruitment and interviewing techniques from the trainer of its choice. (KRS 160.345 (2) (h).
2. Meet as soon as is convenient for all members, to discuss the make-up of the selection committee. The council may choose to involve additional certified and/or classified staff, state and/or district level administrators, parents, students, and/or community members in any or all phases of the selection process.
3. Survey all stakeholders on what traits will make the best leader for this school.
4. Meet in open session to:
 1. Determine criteria for a strong candidate (being sure that those criteria do not discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds).

2. Develop standard interview questions that fit those criteria.
3. Identify any other methods they may want to tell whether candidates met the criteria, beyond the application, references, and interview. (For example, the Hiring Committee may consider asking for writing samples, a chance to observe candidates at work, a written response to a hypothetical work challenge, or some other activity to show a candidate's knowledge and skills.)
5. Meet in open session with the superintendent to discuss the criteria and other steps in the hiring process.
6. Meet in closed session to:
 1. Review applications and references of candidates recommended by the superintendent.
 2. Select persons to be interviewed who appear reasonably capable of fitting the Council's criteria.
 3. Decide if information in the written application leads to any specialized questions that should be asked of a particular applicant. (For example, an application that mentions a special seminar might lead to a question about what the applicant learned, or one that shows a gap between

leaving one job and taking another might lead to a question about what the person did during the intervening period.)

4. Agree on what, if any specialized questions will be asked.
7. Schedule an interview with each selected applicant at a time when all Council members can attend.
8. Conduct each interview in a closed session, during which they will:
 1. Ask all the standard questions in the same order each time.
 2. Ask the specialized questions after that.
 3. Ask any follow-up questions after that.
9. Meet in closed session to discuss how well each applicant meets the criteria.
10. If necessary, request additional applicants from the superintendent and repeat steps 5-9.
11. Meet in open session to make the final choice of a principal.
12. Notify the superintendent immediately of the council's choice.

After receiving notice of the council's choice, the superintendent will complete the hiring process.

Adopted: 11-16-98

Amended: July 15, 2002