

Walton-Verona Elementary

Hiring a Principal

By-Law 6

LEGAL PARAMETERS

If the vacancy to be filled is the position of principal, the superintendent shall fill the vacancy after consultation with the school council.

Consultation is a discussion between the council and the superintendent and must occur ***in a regular or special council meeting***. This process may involve advice, opinions, prioritizing candidates, etc. ***After consultation, the superintendent has the final decision on principal selection.***

SELECTION PROCESS

When a principal vacancy occurs, the council and the superintendent/designee will meet to:

1. Establish that the superintendent/designee will serve as chair of the council
 - It is best practice for the outgoing principal to excuse him/herself from the council for the principal selection process.
 - The council may elect a Vice-Chairperson (if none exists) to act as a liaison and contact person with the superintendent during this process.
2. Review this Principal Selection — Consultation Policy and the *Best Practices for Principal Selection* document available on the Kentucky Association of School Councils website.
3. Discuss the needs for training and/or facilitation for the selection process; including, but not limited to: recruitment, non-discrimination, legal requirements, surveys of the school community, criteria and question development, interviewing techniques, open meetings and record laws, and confidentiality.
4. ***Each council member must sign a nondisclosure agreement forbidding sharing of information shared and discussions held during consultation.*** Council members still retain the right to share information that is publicly known at the time of disclosure or publicly shared by the superintendent.
5. ***Establish a timeline for completing each step of the principal selection process.***
6. Decide the process for ***reviewing and screening applications and references.***
7. Design and carry out processes to get shareholder input on what traits will make the best leader for this school. Shareholder input will involve, but not be limited to: faculty and staff, families, and students.

Walton-Verona Elementary

Hiring a Principal

By-Law 6

8. Develop a set of criteria for a strong candidate using the shareholder input plus council members' ideas. ***These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.***
9. Use the criteria to develop/select questions that will be asked of all candidates during in-person interviews.
10. Decide additional methods to gather information about the candidates. The methods may include, but not be limited to: applications and résumés, checking off-list references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
11. ***Review and screen applications and references.***
12. ***Select applicants to interview.***
13. Schedule interviews with selected applicants.
14. ***Conduct each interview in a special called meeting in closed session*** during which:
 - a. The same questions will be asked in the same order for every candidate.
 - b. Any specialized or follow-up questions will be asked after the standard questions.
 - c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.

CONSULTATION AND PRINCIPAL SELECTION

1. After all information is gathered, the superintendent/designee and the council will meet in ***closed session*** for consultation on principal selection:

- a. discuss of the merits of the candidates
- b. work toward consensus on the principal selection

If a quorum of the council fails to attend this meeting, the superintendent may either call another meeting or conduct the required consultation with the council members present so the hiring process can continue.

2. After consultation, the superintendent shall select the principal.

3. As soon as possible, the council will announce the decision to shareholders.