

**WOODFORD COUNTY MIDDLE SCHOOL
SBDM COUNCIL POLICY**

POLICY TOPIC: <u>Principal Selection</u>	POLICY NUMBER: <u>11.1</u>
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POLICY STATEMENT

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 outside the district.
2. Hold at least one afternoon and one evening meeting to receive suggestions from parents, staff, and other interested parties on what traits will make the best leader for the school. Written comments to Council members are welcomed up until the first scheduled meeting.
3. Meet in open session to agree on criteria and develop interview questions that fit those criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds.
4. Meet in open session with the superintendent to discuss the criteria and other steps in the hiring process.
5. Meet in closed session to review applications and references of candidates and select persons to be interviewed who appear reasonably capable of fitting the Council's criteria
6. Schedule an interview with each selected applicant at a time when a quorum of members can attend a special meeting.
7. Conduct each interview in closed session, using the interview questions based on the established criteria.
8. Meet in closed session to discuss how well each applicant meets the criteria.
9. If necessary, request additional applicants from the superintendent and repeat steps 6 and 7 above.
10. Meet in closed session to discuss the final choice of principal. At that time the superintendent will be immediately notified of the Council's choice.
11. Upon returning to open session, a decision will be made concerning the selection of the principal

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

Date Adopted	<u>May 12, 2004</u>	Council Chairperson <u>A. Curtsinger</u>
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