

School Council Policy

DISTRICT: Madison County

SCHOOL: Shannon Johnson Elementary

COUNCIL POLICY TYPE

POLICY NUMBER 3.2 Personnel

By-Laws (Council Operational Policies)

Function (School Operational Policies)

POLICY TOPIC DESCRIPTION

Principal Selection

POLICY STATEMENT

When a principal vacancy occurs:

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 training. This shall be completed prior to the selection process. Trainers shall be noted in the council minutes along with the dates and the times of the trainings.
2. The superintendent shall provide the school council with a list of qualified applicants. The school 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 complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session.
3. The school council shall meet at the conclusion of all interviews in closed session to discuss each applicant. If more applicants are requested, the vice chair shall contact the superintendent and Step 2 will be repeated. The vice chair shall conduct a thorough reference check on any candidate who is a serious contender for the position.
4. The school council shall select a principal applicant by consensus or majority vote in open session. In open session, the council shall announce that a decision has been made.
5. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent shall contact the applicant to offer the position and complete the hiring process.
6. Once the applicant accepts the principal position, the vice chair shall contact the council members to notify that position has been filled.

First Reading Date December 15, 2014

Second Reading Date January 20, 2015

Date Adopted January 20, 2015

Signature Che Haselwood
Council Chair