Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.04

POLICY TOPIC DESCRIPTION
Hiring of Principal

POLICY STATEMENT
Select the Principal When There Is a Vacancy A vacancy is created in the position of Principal by the resignation, removal, retirement, *leave of absence* or death of the current Principal. ***When the School Council learns that the school needs to hire a principal, the School Council will:*** ***1. Obtain training in recruitment and interviewing techniques from a trainer of its choice who is certified to provide such training.*** *2* ***Meet in open session to agree on criteria and develop interview questions that fit thosecriteria. Those criteria shall not in any way discriminate based on gender, ethni political affiliation, or any other illegal grounds.*** ***2. Meet in closed session to review applications and references of candidates recommended bythe superintendent and select persons to be interviewed who appear*** ***4. Schedule an interview with each selected applicant at a time when all School Council members can attend a special meeting.*** *5.* ***Conduct each interview in a closed session, using the interview questions.*** ***6. Meet in closed session to discuss how well each applicant meets the criteria.*** *7* ***If necessary, meet with the superintendent in open session to discuss the School Council's criteria for a new principal, and request additional applicants from the sup*** *Repeat steps 3-7.* *8.* ***Meet in open session to make the final choice*** of ***principal.***

9. Notify the superintendent immediately of their choice. ***After receiving notice of the School Council's choice, the superintendent will complete the hiring process.***

March 3 2011 1st reading Eddie Stewart Council Chairperson	May 3, 2011 2nd reading _____Eddie Stewart_____ Council Chairperson	May 3 2011 Adopted ____Eddie Stewart_____ Council Chairperson