

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SELECTION OF A PRINCIPAL WHEN A
VACANCY EXISTS

5001

TOPIC

STATEMENT

- a. Criteria
- Once the vacancy has been verified by the Superintendent, the Council shall develop a set of criteria for selection of a Principal and communicate in writing the criteria to the Superintendent. The Council shall get input from the teachers, staff, and parents into development of the criteria.
- b. Acting Principal
- In the event that the Principal's position is vacated prior to the selection of a successor, the Superintendent shall appoint an acting Principal until the new Principal is chosen. Should the acting Principal be on the list of nominees submitted by the Superintendent for consideration by the council, the Council shall appoint a temporary chairperson to serve during the actual Principal selection process. The acting Principal shall serve as the chairperson for any other matters considered by the Council until the new Principal is selected.
- c. Interview
- The Council shall be responsible for interviewing each candidate submitted by the Superintendent and for reviewing all written information on each candidate provided by the Superintendent.
- d. Plan
- The Council shall develop a written plan for selecting a Principal and shall disseminate the plan to the staff and the Executive Board of the parent organization. The plan shall include selection criteria and a time line.
- e. Selection
- The Council shall select a Principal from a slate of candidates provided by the Superintendent. The Council reserves the right to request additional candidates from the Superintendent.
- f. Reporting
- The Council shall report its choice of Principal to the Superintendent in writing.

Adopted-Locust Grove Elementary School Council-February 6, 2009

Reviewed-Locust Grove Elementary School Council-May 17, 2010

Reviewed and Revised-Locust Grove Elementary School Council-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ASSISTANCE TO THE PRINCIPAL IN SELECTION OF
SCHOOL PERSONNEL

5002

TOPIC

STATEMENT

- a. Vacancy
- The Principal shall inform the Superintendent (or designee) of employee resignations and openings. Current staff of Locust Grove shall have the opportunity to request reassignment at Locust Grove that relates to the vacancy. Upon such time that all in house movement has occurred, the Superintendent or designee shall be the one to declare the position as vacant.
- b. Candidates/Interview
- The Superintendent or designee shall provide a slate of candidates for each certified and classified position. The Principal, Assistant Principal and/or Counselor shall review the applications and determine a pool of applicants that shall be provided to an ad hoc interview committee. The Principal shall participate on the ad hoc committee in lieu of a separate interview with the candidate.
- c. Selection
- The final selection for recommendation of employment shall be the responsibility of the Principal upon conferring with the Council. Such information shall be provided to the Superintendent.

Adopted-Locust Grove Elementary School Council-February 6, 2009

Reviewed-Locust Grove Elementary School Council-May 17, 2010

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