

CARTER COUNTY DISTRICT  
EAST CARTER HIGH SCHOOL

**POLICY NO. 23.00**

**PRINCIPAL SELECTION**

In the event a principal vacancy occurs at East Carter High School, council will select a new principal according to the following process:

1. Council will notify the superintendent of the principal position so that the position can be posted.
2. Council will obtain training in recruitment and interviewing techniques from the trainer of its choice.
3. Council will make an attempt to garner suggestions from parents, staff, and other interested parties on what traits will make the best leader for the school.
4. Council will 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.
5. Council shall request applications.
6. Council will schedule a special meeting(s) to review requested applications and conduct necessary interviews. All interviews will be conducted in a closed session.
7. Council may invite applicants to a school forum to meet other interested stakeholders.
8. Council will meet in closed session to discuss how well each applicant meets the criteria.
9. If necessary, council will request additional applicants from the superintendent and repeat Steps 5 through 8.
10. Council will select the candidate who shows the greatest promise to enhance student achievement as an instructional leader and administrator.
11. Council will meet in open session to announce the final choice of principal.
12. Council will notify the superintendent of its decision and the superintendent will complete the hiring process.
13. If the council is unable to recommend a candidate, it will ask the superintendent to appoint an interim principal for a period not to exceed one year.

Reference: KRS 160.345(2)(h)

Date Revised: April 2011 (Replaces By-Law 14.01 Last Amended January, 2005)