

Principal Recruitment and Selection Policy



February 29, 2012

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1 PRINCIPAL RECRUITMENT AND SELECTION POLICY PURPOSE

It is the duty of the Board of Directors (“Board”) to maintain and promote the mission and vision of Aspen View Academy. As such, candidates for Principal shall possess management and leadership abilities and experience are most closely aligned with Aspen View Academy’s needs, Vision, Mission and goals and Core Values.

2 RECRUITMENT AND SELECTION PROCESS

The Board shall establish and implement search and selection processes and criteria that include consideration of:

- The desired characteristics of a new Principal, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, business, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
- The scope of the search, including whether to seek from within the District or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search and the financial implications of these searches
- The salary range and benefits to be offered
- Basic elements to be included in the Principal's contract
- Whether to hire a professional advisor to facilitate the process and the implications of using an advisor
- How and when to involve the community and employees in certain phases of the selection process and the method by which participants will be selected
- The best methods for advertising the vacancy and recruiting qualified candidates
- The process for screening applications and determining if and how screener(s) will be selected
- Interview questions, processes and participants
- How and when candidates' qualifications will be verified through reference and background checks
- Other actions necessary to ensure a fair selection process and a smooth transition to new leadership
- The Board will adhere to requirement of having a school leader/principal in place by March 1, 2013.
- Deliberations of the establishment and implementation of search and selection processes and criteria shall be conducted at open sessions of the Board.

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- Even if a professional advisor is used to facilitate the processes, the Board shall retain the authority, right and responsibility to oversee the processes and to review all applications if desired.
- In Executive Session, the Board shall select candidates to be interviewed based on recommendations of the screener(s) and/or the Board's own assessment of how candidates meet the criteria established by the Board.
- The Board shall interview preliminary and final candidates in Executive Session and determine the most likely match Aspen View Academy.
- The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing.
- Before offering the position to the selected candidate, negotiating a contract and making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of qualifications.
- The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection and ratify the contract in open session.
- The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.
- The Board president shall be the Board coordinator during the selection process. However, this responsibility may be delegated to any other member(s) of the Board by vote of the Board of Directors.
- The Principal will be evaluated by the Board on a yearly basis