

Purpose

One of the District's strategic goals is to have a highly effective leader on every school campus. The selection process for principals is outlined in this regulation.

Notification of
Vacancy and
Principal Selection

The division superintendents will notify the Superintendent at least weekly of any principal vacancies and when a principal vacancy has been filled. The Superintendent will notify Board members of principal vacancies and new principal selections in the weekly report to the Board.

Direct Appointment

If circumstances are such that the District is best served by a direct appointment, the division superintendent shall obtain approval from the Superintendent for a direct appointment. A direct appointment shall include reassignment of an internal principal or selection of a candidate from the principal pipeline pool. In the case of a direct appointment, division leadership will take the principal profile, when possible, into consideration when making selection. A direct appointment can be made at the discretion of the Superintendent regardless of campus rating.

**Principal Selection
Process Summary**

1. Except in the case of direct appointment, division leadership will create a principal profile designed to determine the best match for the campus. The principal profile will be shaped from input from parents and caregivers in the school community. The principal profile will identify the special characteristics, desired background, and qualifications required for the position. This profile shall not conflict with state law or Board policy.
2. Except in the case of direct appointment, principal vacancies will be advertised for ten days. To be considered for a principal vacancy, external and internal employees must satisfy all of the necessary requirements for the principal position. The administration selects the campus principal.
3. Upon receipt of applications, division leadership works with Human Resources to select qualified candidates from the principal candidate pool who meet the campus profile.
4. The following steps describe the final selection process:
 - Division leadership interviews the finalists. After identifying the best candidate, the division superintendent makes a recommendation to the Superintendent. If the Superintendent approves, division superintendents and Human Resources will work together to complete the hiring process.
 - The Superintendent informs the Board of the new principal hire.

- A start date is determined, and the division leadership and principal develop a transition timeline.
 - Division leadership formally introduces the new principal to the school and community.
5. If a finalist is not able to be determined, division leadership will work with Human Resources to identify additional candidates.

**Maintenance
Responsibility**

The chief human resources officer is responsible for maintenance of this regulation.

Effective Date

This regulation is effective as of the adoption date, July 9, 2024.