ADMINISTRATIVE DIRECTIVE 5.60.016-AD

Principal Hiring- School Community Involvement

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1. **Community Involvement Procedures:**
   a. Each school community will be invited to a community involvement meeting where PPS will gather what characteristics they would like to see in their next principal; what is unique about their school and what are the strengths and challenges of the school.
   b. A school survey will be available to gather additional input from community and staff and translated as necessary.
   c. The District principal screening interview committee will be created for the purpose of providing an opportunity for community to participate in the District principal screening interview process. This committee will assist in establishing a pool of principal candidates that will move to the next phase of the hiring process.
   d. The District principal screening interview committee will have community representatives (plus alternates) that should represent a cross section of the PPS clusters and reflect the racial and linguistic diversity of our students.
   e. The District principal screening interview committee community members are volunteers and are strictly voluntary and unpaid.
   f. Committee members must attend mandatory training on the interviewing process and confidentiality expectations. If committee members fail to comply with the stated requirements, including strict confidentiality requirements, they will no longer be permitted to participate in the selection process
   g. The Superintendent has the authority and responsibility for all hiring and assignment decisions.

2. **Miscellaneous Considerations:**
   a. Emergencies: This regulation shall be subject to suspension in response to emergency situations; in such instances, human resources shall explain the nature of the emergency to the District principal screening interview committee.

History: Adopted 11/1980; Amended 12/2014

Approved:

Superintendent Carole Smith Date 12.17.2014