

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 2000 Governing Board

2002 Executive Director Recruitment and Selection

Board Action: APPROVED

Effective Date: 8-20-15

The Board of Directors recognizes that it has a direct responsibility to select and employ the Executive Director/Principal. Whenever it becomes necessary for the Board to fill a vacancy in the position of Executive Director/Principal, the Board of Directors shall work diligently to employ a person whose management and leadership abilities are most closely aligned with school needs.

The Board of Directors shall establish and implement a search and selection process that includes consideration of:

1. The school's current and long-term needs, including a review of the school's vision and goals.
2. The desired characteristics of a new Executive Director/Principal, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board of Directors wants to place on different abilities, traits and levels of knowledge.
3. The scope of the search, including whether to promote from within the school 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.
4. The salary range and benefits to be offered.
5. Whether to hire a professional adviser to facilitate the process.
6. How and when to involve the community in certain phases of the selection process.
7. The best methods for advertising the vacancy and recruiting qualified candidates.
8. The process for screening applications and determining how the screener(s) will be selected.
9. Interview questions, processes, and participants.

10. How and when candidates' qualifications will be verified through reference checks.
11. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership.

Even if a professional adviser is used to facilitate the process, the Board of Directors shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board of Directors shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board of Directors.

The Board of Directors shall interview preliminary and final candidates in closed session and determine the most likely match for the school.

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current place of employment, as appropriate, to obtain verification of his/her qualifications.

The Board of Directors shall deliberate in closed session to affirm the selection of the candidate and report out the selection in open session.

The Board of Directors shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board of Directors may appoint an interim Executive Director/Principal to manage the school during the selection process.