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| Issue Date | February 26, 2014 |
| Revision Date | October 13, 2015 |
| Review Year | 2020 |

Background/Purpose:

It is recognized that recruitment and selection of school based administration is critical in maintaining the educational program expected at Aurora.

Policy Statement:

The Aurora Board of Directors believes that the process of filling administrative vacancies should be completed through selection teams, and be fair, objective, and based on merit, resulting in the selection of the best candidate for the job.

A. Rationale

This policy has been developed and approved by the Board of Directors for the purpose of clarifying procedures and expectations associated with the selection of Aurora School leaders (Principal and Assistant Principals). Aurora Charter School is committed to identifying and selecting the candidate best suited for each available administrative vacancy.

B. Guiding Principles

The Board believes that the recruitment and selection of administrative personnel is a shared responsibility between the Board and the Superintendent. The Board further believes strong leadership and administration for the school are essential to the effective and efficient operation of the Aurora School.

C. Formula for Adding Additional Administrative FTE

1. The Aurora Board of Directors recognizes that school-based administrative support will need to increase to keep pace with expected enrollments.
2. For the purposes of determining the FTE of administrative positions at Aurora, a 1.0 FTE Administrator per 250 pupils will be appointed on a pro-rated basis.
3. Where Early Child Services are a part of the regular school program, pupils of such program shall be counted as .5 of a pupil for determining allowances.

Guidelines:

● **Selection of the Principal**

When a Principal or Assistant Principal vacancy occurs, the Superintendent will implement the following protocol:

- i. Develop a Principal profile statement through consultation with the Board Chair, staff and School Council.
- ii. Advertise the vacancy both internally and externally.
- iii. The Superintendent will establish the short list of candidates for interview.
- iv. Only applicants with a Master’s Degree or have this level of education underway will be short listed.
- v. The Principal candidates selected for an interview will be interviewed by the Superintendent and three Board directors.

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- vi. In the case of an Assistant Principal (AP) vacancy, participants in the interview process will include the Superintendent, the Principal, and one or more Board directors.
- vii. In the case where a short term AP appointment is necessary, the Superintendent will make this appointment in consultation with the Principal.
- viii. The decision to hire should be made by a consensus of the interview team.
- ix. All appointments involving an administrative allowance must be recommended by the Superintendent and approved by the Aurora Board of Directors.
- x. All offers of employment shall be conditional on the successful applicant providing a Criminal Records Check and a Child Welfare Check that is acceptable to the Superintendent of designate.

Accountability:

Monitored by Board of Directors and Superintendent after each appointment process.