

## SELECTION OF PRINCIPALS AND CITIZEN SCREENING COMMITTEE FOR ADMINISTRATIVE POSITIONS

The positions of Principal and Assistant Superintendent are of special importance in establishing the educational direction of the Reading Public Schools, and require, for successful performance in them, the closest possible working relationship with faculty, parents, and community.

It shall therefore be the policy of the Reading Public Schools to secure the advice of faculty, parents and citizens in the process of screening candidates for these positions. Advice and consultation shall be sought through two processes:

First - Following an official announcement of a vacancy in the administration positions of Principal or assistant superintendent:

The School Committee will discuss the qualifications sought in a candidate for the forthcoming public meeting. This information will be put in writing.

The School Committee's criteria shall be discussed in a public hearing called by the Superintendent. In the case of a Principal vacancy, the meeting shall be held at the school in which the vacancy occurs.

The meeting shall be chaired by the Superintendent of Schools or his designee.

The purpose of the meeting is to share views and to seek recommendations from those assembled on:

- (a) Program needs for the school;
- (b) The philosophic orientation desired of the candidate;
- (c) Any special professional expertise that is desired.

The Superintendent of Schools will also accept written communication from the citizens in the district.

No internal transfer shall be considered until after the public meeting has been conducted.

Second- The Superintendent will consult with a Screening Committee to gain advice on the candidates. Information gathered by the public meeting process shall be given to the Screening Committee for its use in the selection process. The Superintendent will convene a committee consisting of three citizens, two faculty and two parents, including, if appropriate, an educator/resident not employed in the Reading Public Schools. The composition of the Screening Committee should reflect diverse interests of the community. The Superintendent will designate a School Committee Member to be a resource person for the Screening Committee. The Screening Committee shall be appointed by the Superintendent from a list of volunteers solicited for the selection committee assignment.

The purpose of the Screening Committee will be to review credentials and carry out preliminary interviews. All qualified candidates currently employed by the Reading School Department will be interviewed as part of the screening process. Six (6) candidates will be presented by the Screening Committee to the Superintendent as semi-finalists.

Final Stages of the Selection Process

After in-depth investigation, the Superintendent shall conduct public interviews with the finalists. Under the laws of the Commonwealth, the Superintendent shall then make an appointment of a Principal or Assistant Superintendent.

The RIF of a Principal other than the Principal from the school which has been closed does not create a vacancy under this policy.

Policy Adopted August 31, 1987  
Policy Revised December 14, 1992  
Policy Revised July 16, 1994

SOURCE: Reading