SOT Selection of Principals

One of the functions of the School Organizational Team is to assist with the selection of a new principal in the event of a vacancy. Region Superintendents and School Associate Superintendents will work with SOTs throughout the selection process and are available to answer questions the SOT may have.

- **SOT Identifies Desirable Qualifications**

The Region Superintendent or School Associate Superintendent will schedule a meeting with the SOT to identify desirable qualifications for the principal position.

- **Notice of the SOT Meeting must be posted on the school's Web site three days in advance of the meeting. The SOT may use their standard agenda format with the item titled "Desirable Qualifications for Principal Candidates."**
- **The SOT must vote to approve the desirable qualifications for the principal position.**
  NRS 388G.730(2): "A majority of the voting members of the organizational team constitutes a quorum for purposes of voting. A majority vote of the quorum is required to take action with respect to any matter."
- **<u>The list of desirable qualifications must include, without limitation, qualifications relating to the:</u>**
  - **<u>Employment history of the candidate;</u>**
  - **<u>Ability of the candidate to connect and communicate with pupils;</u>**
  - **<u>Ability of the candidate to provide a safe and respectful learning environment pursuant to NRS 388.1321; and</u>**
  - **<u>Strategies the candidate would implement to improve the achievement of pupils.</u>**

- **Position Advertising and Internal Screening**

The position will be posted and applicants will undergo an internal screening process. The pool of applicants will be narrowed to a list of three to five candidates.

- **SOT Interviews**

Working with the SOT chair, the Region Superintendent/School Associate Superintendent schedules SOT interviews with the SOT. The Region Superintendent/School Associate Superintendent will guide the SOT through the interview process.

- **SOT Candidate Ranking**

After the interviews, the SOT will rank the candidates in order of preference. The SOT must provide that ranking to the Superintendent via the Region Superintendent/School Associate Superintendent within 15 school days. As with any other action of the SOT, a vote is required to finalize the ranking; therefore, it is recommended that the ranking process occur immediately following the SOT interviews.

After the ranking of candidates, the Region/School Associate Superintendent will notify the SOT of the date, time, and location that the SOT may review the Superintendent's candidate selection. If any members of the SOT are not present, the Region/School Associate Superintendent must make every effort to notify those members as well.

- **Final Interview with Superintendent and Candidate Selection**

The Superintendent, Deputy Superintendent, Region Superintendent, and one member of the SOT chosen by the Team will interview the qualified candidates. The Superintendent will make an initial selection of a candidate to fill the vacant position.

- **SOT Review of Superintendent Initial Selection and Final Hiring Decision**

At the date, time, and location previously communicated, the Region/School Associate Superintendent will notify the SOT of the superintendent's selection. The SOT may reject the selection of the candidate if at least 75 percent of the voting members who are present at the time of the vote to reject the selection. If the SOT votes to reject the selection of the candidate, the Superintendent will make the final hiring decision by selecting from the remaining members of the list of three to five candidates previously presented to and ranked by the SOT. The law does not allow for the SOT to reject the Superintendent's final hiring decision.

- **Introduction of New Principal**

The Region Superintendent/School Associate Superintendent may invite the SOT representative and the selected candidate to the appropriate Board of School Trustees Meeting for the introduction of the new principal.