

**SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 303: EXECUTIVE DIRECTOR SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ executive director is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ an executive director to serve as the chief executive officer of the school board and to conduct the daily operations of the school.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the school board and the qualifications established in the job description for the executive director position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for an executive director.
- C. The school board shall provide the contract for the executive director and specifically identify all conditions of employment mutually agreed upon with the executive director. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

ADOPTED BY THE BOARD ON: December, 2006

REVISED BY THE BOARD ON: February, 2008