



## RIVERVIEW CHARTER SCHOOL BOARD POLICY

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<b>TITLE:</b>	<b><i>Director Search</i></b>
<b>POLICY:</b>	<b>RCSB-1003</b>
<b>APPROVAL DATE:</b>	<b>November 18, 2024</b>
<b>EFFECTIVE DATE:</b>	<b>November 18, 2024</b>

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### **Policy Statement**

The policy set forth in this document establishes standards and guidelines for the search of a School Director, herein referred to as "Director."

The Board has the authority and responsibility to conduct a search for a Director, in compliance with applicable federal and state laws.

### **Preparation**

1. Identify if the board requires the assistance of a consultant to assist with the search.
2. Review existing position description and modify as needed, based on current and emerging needs of the school.
3. Develop a budget, advertisement, and timeline for conducting the search.

### **Search Procedures**

1. Appoint a search committee to aid in the search. The committee shall consist of 5-7 members, chaired by a board member. The committee composition shall represent constituents, including the board, parent/guardian, teacher and non-instructional staff.
2. The board chair, or designee, shall formally issue the charge to the committee, reviewing roles and expectations of each committee member.
3. Each member of the search committee shall participate in application review, applicant selection, and interview. All members shall have one vote, with a majority of votes required to move a candidate to the next step of the search.
4. The search chair shall forward names of recommended applicants to the board chair.
5. The board chair shall convene the school's leadership team and issue the charge to interview and select finalists for board consideration.
6. Finalist names shall be made public prior to inviting candidates to the school.
7. The board shall invite candidates to the school, to meet with constituents and individual interviews with the board while in executive session.
8. The board shall solicit constituent feedback related to each candidate.
9. Each finalist shall undergo a SLED background check prior to board deliberations of finalists.



### **Appointing a Director**

1. The board shall review constituent feedback, board priorities, and school needs when reviewing finalists. This is conducted during executive session.
2. The board reserves the right to appoint the finalist of its choice or appoint an interim director and reopen the search if no suitable finalist emerges.
3. The board may grant authority to the board chair to extend an offer of employment, negotiate salary and contract, subject to pre-defined parameters and/or final approval of the full board.

*Riverview Charter School shall amend and update this policy if necessary to comply with changes in acceptable employment practices and applicable laws.*