

World Learner School



POLICY: 115 Director Succession plan

EFFECTIVE DATE: 11.23.15

REVISED DATE: 10.22.18

PURPOSE

The purpose of this policy is to establish an orderly, thorough and comprehensive process to respond to the departure of the school's Director, and to transition the school's leadership in a manner that is minimally disruptive to its daily operations and to its continued success.

GENERAL STATEMENT OF POLICY

The Director succession policy recognizes the importance of continuity in the school's leadership and it further recognizes that school leadership can change over time, for a variety of reasons. Some changes can be anticipated well in advance, such as when a Director announces his/departure, for retirement or other reasons, and the announcement is made months in advance of the Director's actual departure date. Other changes in leadership can be required with little or no advanced notice or in a somewhat abrupt manner such as in the case of unfortunate accident, serious illness, or even death of the Director.

DEFINITIONS

III. Definitions:

A. Succession Plan:

A succession plan is a board adopted plan of action that is initiated upon notice of departure of the school's Director. It is detailed enough to result in a smooth, effective, and minimally disruptive transition of school leadership.

B. Qualifications:

Qualifications are the skills, specialized training, education degrees, years in practice, personal qualities and characteristics or accomplishments that are specified by the school board as either essential or desired in candidates for the position of Director for the World Learner School. Essential qualifications are those that are required of all candidates who will be considered for the position. Candidates not possessing the essential qualifications will not be considered. Desired qualifications are those that the board believes are important assets for candidates to have, but candidates without one or more desired qualification will still be considered for the position, as long as they possess all of the essential qualifications for the position.

C. Acting Director:

An acting Director is a person appointed by the school board to serve in the role and capacity of Director for a temporary period of time, usually to fill the time between the departure of the Director and the arrival of a new Director; or, if the Director is incapacitated and will not be available to carry out his/her duties for a period of time. The acting director has all of the responsibilities and authority of the Director during the time he/she serves in that role.

IV. Succession Plan Process and Timeline

A. Upon receiving notice of the Director's incapacitation or imminent departure from the school, the school board shall meet at a special or regular meeting to review and if necessary modify the current succession plan (this is a necessary step since the time between the original adoption of the Director succession plan and the event requiring its implementation may be several years or more and it likely that the school board will be comprised of members, some of whom at least will not have familiarity with it and they deserve the opportunity to update the plan to adjust it to the then current reality of the school.)

B. The school board will appoint an acting Director to serve until such time as the incapacitated executive returns to assume his/her duties, or a new Director is hired and is ready to begin his/her duties. Acting Director candidates can be identified in advance of their being needed from either current or former school staff or other education leaders in the community.

C. In the case wherein the Director is leaving the school and a replacement Director will be hired, the board will review the current Director's job description and make desired changes to it, if any; and, will review and affirm the qualifications identified in this policy as being essential or desired.

A contracted leadership personnel specialist, under the direction of the board, may carry out the search process for a Director or, the board can conduct its own search process using the skills and talents of board members to do so. It is recommended that, as a minimum, the board consult with other charter school boards about their experiences in this important area and to also consult with professional associations, including their authorizer, for advice and direction.

D. The Director vacancy will be advertized through the following channels and others as deemed appropriate by the board:

Minnesota Association of Charter Schools
Montessori professional organizations and journals
Local and state media
Others as determined to be useful

The position will be advertised for a minimum of 30 calendar days during which time the board will organize the process for:

- A review of candidates' credentials
- Initial interviews of candidates whose qualifications/credentials seem to most closely match the required and desired qualifications for the Director
- Reference Checks
- Final interviews/meetings
- Appointment of new Director
- Entry Plan for the new Director

World Learner Montessori School

Qualifications for Director

The board will make a final determination of the Essential and Desired Qualifications for the Director at the time of this policy's use. Below is a sample that the board may modify or add to as it wishes at that time.

I. Essential Qualifications:

Training and/or demonstrated skills in:

- A. Instruction and assessment*
- B. Human resource and personnel management*
- C. Financial management*
- D. Legal and compliance management*
- E. Effective communication; and board, authorizer, and community relationships*

II. Desired Qualifications:

- A. Master's Degree in Education or related field*
- B. Five or more years of Montessori School teaching or administrative experience*
- C. Accredited AMI or AMS training*