



## School Director Succession Policy

**Date Created: 1/17/2020**

**Approved by: TRM Board of Directors**

**Date Adopted: 1/21/2020**

### School Director Succession Policy

#### 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/her departure for retirement, for example. 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 an unfortunate accident, serious illness, or even death of the director.

#### DEFINITIONS

"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.

"Qualifications" are the skills, specialized training, education degrees, years of experience, and 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 Three Rivers Montessori School (TRM). 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 s/he possesses all of the essential qualifications for the position.

"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 the responsibilities and authority of the director during the time s/he serves in that role.



## SUCCESSION PLAN & TIMELINE

1. Upon receiving notice of the director's incapacitation or imminent departure from TRM, the school board shall meet at a special or regular meeting to review and, if necessary, modify the current succession plan. The school board may choose to revise the succession plan to best fit the current state of the school, its staff and its families.
2. The school board will appoint an acting director to serve until such time as the incapacitated executive returns 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.
3. In the case wherein the director is leaving the school and a replacement director will be hired, the school board will review the current director's job description and make desired changes to it, if any. They will also review and affirm the qualifications identified in this policy as being essential or desired.
4. A contracted third party, under the direction of the school board, may carry out the search process for a new director or the board may conduct its own search process using the skills and talents of board members to do so. It is recommended that, at minimum, the board consult with the school's authorizer for advice and direction.
5. The director vacancy will be advertised through the following channels and others as deemed appropriate and necessary by the board:
  - Montessori professional organizations and journals
  - The Minnesota Association of Charter Schools (MACS)
  - Local and state media • Others as determined to be useful
6. The position will be advertised for a minimum of thirty (30) calendar days during which the time school 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

## ESSENTIAL QUALIFICATIONS

The following is a list the skills, specialized training, education degrees, years of experience, and personal qualities and characteristics or accomplishments that are specified by the school board as essential in candidates for the position of director:

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- A Bachelor's Degree from an accredited institution of higher education

## DESIRED QUALIFICATIONS

The following is a list of skills, specialized training, education degrees, years of experience, and personal qualities and characteristics or accomplishments that are specified by the school board as desired in candidates for the position of director:

1. Accredited AMI or AMS training in at least one of the three training categories –
  - Children's House (Pre-K)
  - Lower Elementary (grades 1-3)
  - Upper Elementary (grades 4-6)
2. A Degree in Education or a related field
3. Three or more years of experience teaching in a Montessori school
4. Three or more years of administrative experience
5. One or more years of experience working in a charter school
6. Established training/skills in:
  - Instruction & assessment
  - Human resource & personnel management
  - Financial management
  - Legal & compliance management
  - Effective communication
  - Board & school authorizer community relationships

