

Adopted from MSBA/MASA Model Policy 303, Orig. 1995, Rev. 2022

Approved:

Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 303  
HEAD OF SCHOOL SELECTION**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a Head of School to serve as the chief executive officer of Bluffview Montessori School and to conduct the daily operations of Bluffview Montessori School.

**III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the Head of School 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 a Head of School.
- C. The school board shall provide the contract for the Head of School and specifically identify all conditions of employment mutually agreed upon with the Head of School. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** None