



I. PURPOSE

In order to create an orderly, common procedure for the Executive Director to be replaced at Athlos Academy of Utah (“Athlos”), this Administrative Personnel Succession Policy is adopted by the Board of Directors for Athlos (the “Board”).

II. POLICY

Replacing the Executive Director

Step One:

- In partnership, the Board and Athlos Academies will determine the ideal candidate qualities
- Athlos Academies will present the Executive Director replacement search process to the Board

Step Two:

- Athlos Academies will develop a job description and post the position both locally and nationally

Step Three:

- Athlos Academies will engage in recruitment efforts and collect applications

Step Four:

- Athlos Academies will review applications and select candidates that meet the minimum requirements for a screener interview with select members of the Ed Services Leadership team
- Athlos Academies will conduct screener interviews with 10-20 candidates

Step Five:

- Athlos Academies will narrow candidate pool to 5-10 candidates for a second interview with the full Ed Services Leadership team
- Athlos Academies will conduct round 2 interviews

Step Six:

- Athlos Academies will narrow candidate pool to 3-5 final candidates

Step Seven:

- Athlos Academies will present a search process summary and finalist candidate materials (resumes, interview scoring, etc.) to the Board for feedback at a monthly board meeting
- After review and feedback from the Board, Athos Academies informs candidates of their selection as finalists and explains the forthcoming process

Step Eight:

- Finalist candidates participate in 1-2 days of on-site interviews at the school (facilitated by Athlos Academies) as follows:
 - Part 1: Rotational interviews with small groups of leadership staff (suggested interview questions provided by Athlos Academies, if desired); one rotation may include a candidate meet and greet with parents, community members, and other interested staff, if desired.
 - Part 2: Board meeting at which all 3 finalists are further interviewed (suggested interview questions provided by Athlos Academies, if desired)
 - Note: A representative from each leadership group that participated in Part 1 interviews presents to the Board a Summary of Assets for each candidate.

Step Nine:

- Board provides feedback on 3 candidates at conclusion of board meeting or at next board meeting

Step Ten:

- Based on feedback and in collaboration with the Board, Athlos Academies determines the final candidate
- Athlos Academies contacts all three candidates to inform them of the final decision

Step Eleven:

- Employment is offered to selected Executive Director
- Once accepted, onboarding of Executive Director begins

A. Unplanned Departure of the Executive Director

1. If the Executive Director departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Executive Director in conjunction with the Services Provider. The Board may also decide that it is in Athlos' best interest to identify individuals outside Athlos to provide additional short-term administrative assistance to Athlos during the search process.

B. School Oversight During Search Process

1. During the search process, the Board or a committee of Board members will meet regularly with the acting administration and services provider, review reports about the progress of Athlos and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the Board during the transition period.
2. The search committee will use the results of the prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes in conjunction with the Service Provider.
3. When a short list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

Legal References: