



Simons Middle School



5.0 – Consultation

VACANCY

The principal shall inform the superintendent and council members of any pending vacancies pertaining to the staff/faculty assigned to his/her school. The superintendent shall determine the position as vacant. Each certified position that is vacant or newly created shall be posted in a timely manner as required by law.

INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), the principal will invite the members of the school council to select applicants to interview for open positions. Additional members may be assigned to the interview committee, by the principal. The principal may choose to pre-screen the available applicants to narrow the work of the interview committee. The superintendent will provide a slate of candidates for each certified and classified position. The interview committee will decide which candidates to interview.

* See the Principal Selection Policy for procedures for this vacancy.

CRITERIA AND INTERVIEW QUESTIONS

Before the interviews begin, the interview committee, will meet in open session to:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and résumés, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.
4. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

INTERVIEWS

The Principal (or designee) will schedule an interview with each selected applicant at a time when interview committee members can attend and call special meetings of the interview committee for each of those scheduled interview times. The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a **CLOSED SESSION** of the Interview Committee.
2. All the standardized questions will be asked of each candidate in the same order.
3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Committee members will briefly discuss the merits of each candidate following the interview.

CONSULTATION WITH THE COUNCIL

After all interviews are complete, the Interview Committee will meet in **CLOSED SESSION** to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the principal.



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Consultation Cont.

If a quorum of the school council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school’s students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

Beginning in July 2012, If an applicant is the spouse of the superintendent and the applicant meets the service requirements of at least eight years of service in school systems (as required by KRS 160.380), the applicant could be employed upon the recommendation of the principal and the approval of a majority vote of the school council.

EXTRA-DUTY ASSIGNMENTS AND POSITIONS

Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at our school will be considered, the principal will make the assignment following our policy on Instructional and Non-Instructional Staff Time Assignment. When persons currently not working at our school will be considered, this policy on consultation will be followed by the principal and the Council.


POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school Improvement Planning Process.

First Reading: July 28, 2015

Second Reading: August 3, 2015

Date Adopted: August 3, 2015

Signature: 

Date Reviewed or Revised: _____

Council Chairperson’s Initials: _____

Date Reviewed or Revised: _____

Council Chairperson’s Initials: _____