

CONSULTATION POLICY

Crawford Middle School

A. INTERVIEW COMMITTEE

1. For each vacancy that occurs at our school for a certified position, except a principal vacancy, which shall be governed by the Principal Selection Policy, the council shall appoint an ad hoc interview committee of no more than seven people and no fewer than three people. The council may delegate to the principal who is a member of the SBDM council the responsibility for establishing the ad hoc interview committee.
2. The committee membership shall include:
 - a. The principal or an associate principal;
 - b. At least one parent. In selecting a parent to serve on the committee, preference shall be given to parents who serve on the council, however if a parent council member is not available, any parent may serve on the committee; and
 - c. At least one certified staff member who will work directly with the person to be hired.
3. The principal or associate principal shall serve as chair of the ad hoc interview committee.

B. DEVELOPMENT OF CRITERIA AND INTERVIEW QUESTIONS

Within ten (10) days of their appointment, the Interview Committee shall meet in **OPEN SESSION** to:

1. Develop a set of criteria for a strong candidate. These criteria shall not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other grounds not permitted by law.
2. Use the criteria developed to write standard interview questions that fit those criteria. The committee shall ask the same questions of all candidates in an in-person interview.
3. Decide what if any additional methods shall be used to gather information about potential candidates. Additional methods may include, but not be limited to applications and resumes, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

C. APPLICATIONS AND REFERENCES

Within five (5) days after receiving a list of applicants from the superintendent and completing the development of criteria and interview questions, the Interview Committee shall meet in **CLOSED SESSION** to:

1. Review all applications and written references and select applicants to interview.
2. Determine who will be responsible for obtaining any other information the committee has determined it would like to have as part of the decision making process, and the timeframe within which the information is needed.
3. Determine if information in the written application or resume of any candidate selected for an interview results in any additional or specific questions that should be asked of a particular applicant and if it does, the committee shall develop those questions.

D. INTERVIEWS

Within five (5) days of the Interview Committee's selection of candidates to interview, the Chairperson of the committee shall schedule an interview with each selected applicant at a time when all Interview Committee members can attend and

shall call special meetings of the Interview Committee for each of those scheduled interview times. The following procedures shall be followed during scheduled interviews:

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

E. CONSULTATION WITH THE COUNCIL

1. Within five (5) days after all interviews are complete, the Interview Committee shall 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.
2. Within two (2) weeks after interviews are complete, the council shall meet in **CLOSED SESSION** to receive the Interview Committee's report, discuss the applicants, offer comments on the contributions each could make, and provide any additional input requested by the principal.
3. If a quorum of the 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.

F. SELECTION OF THE PERSON TO BE HIRED

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

G. EXTRA-DUTY ASSIGNMENTS AND POSITIONS AND CLASSIFIED POSITIONS

1. 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 for an extra duty assignment or position, the principal shall 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 shall be followed by the principal, the council, and the ad hoc Interview Committee appointed by the council.
2. Vacancies in classified positions may be filled by the principal without the establishment of an ad hoc interview committee; however the principal shall consult with the council before filling a classified vacancy. The principal may establish an ad hoc committee to fill a classified vacancy if he or she believes it will be in the best interests of the students and the school to do so.

POLICY EVALUATION

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

Date Adopted: __9/23/2010__

Date Reviewed or Revised: __5/9/2017__