

POLICY 11.00

CONSULTATION

REQUIRED LAW THAT THIS POLICY MEETS

KRS 160.345 (2)(i) 11 – **Consultation** Define consultation in the selection of instructional personnel by the principal; including but not limited to meetings, timelines, interviews, review of written applications and review of references; address times when a quorum of the council is unavailable.

PURPOSE

The purpose of this policy is to ensure that vacancies for instructional staff are filled by candidates who are highly qualified, highly effective, and meet the needs of the student population.

POLICY

Vacancy shall be defined as one of the following:

- a) a position that did not previously exist but which can now be funded;
- b) a position previously held by an employee who has retired or resigned;
- or
- c) a position held by an employee who has indicated in writing that he or she will retire or resign at the conclusion of the current school year.

The principal and council shall adhere to the following procedures for filling vacancies:

INTERVIEW COMMITTEE

For each vacancy that occurs at our school, the principal and council will appoint an ad hoc interview committee of no more than six people and no fewer than three people. The committee's membership will include the principal, or their designee, at least one parent, and at least one certified staff member who will work directly with the person to be hired. Council members other than the principal may or may not be on the committee. The principal, or their designee, will chair the interview committee.

CRITERIA

Within five (5) school days of the initial ad hoc selection, the interview committee will meet in open session to develop a set of criteria for a strong candidate. Standard interview questions will be developed that fit that criteria and these questions will be asked of all candidates. The interview committee will use a combination of applications, resumes, references, written statements, portfolios, and face to face interview in order to gather information about each candidate.

APPLICATIONS AND REFERENCES

Within five (5) school days after receiving a list of applicants and finishing the criteria procedures, the interview committee will meet in closed session to review the applications in order to select applicants to interview.

INTERVIEWS

The principal (or designee) will schedule interviews with selected applicants at a time when the required interview committee members can attend. Each interview will occur in a closed session and all questions will be asked of each candidate. Following these questions, specialized questions (if any) and follow-up questions (if any) will be asked. Committee members will briefly discuss the merits of each candidate following the interview.

SELECTION OF PERSON TO BE HIRED

After considering the input from all meetings and interviews, 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 council and district office of his or her choice. The decision made by the principal is binding on the superintendent/district office which will complete the hiring process.