

CONSULTATION POLICY



Leestown Middle School

MEETINGS

The principal will recommend a candidate for hire to the superintendent or designee after consultation with the council. Consultation will take place at regular or special called meetings. If a special called meeting cannot take place due to lack of a quorum, consultation can take place via phone or email.

TIMELINES

Human Resources shall be made aware of a position opening as soon as the opening becomes official.

Any Council member and/or staff member who is aware of a suitable candidate for a position may submit the name of the candidate and other pertinent information to the Principal. This person shall only be considered for the position if he/she has filed the appropriate paperwork and is fully certified for the position.

The Principal or Principal's Designee shall begin the process of evaluating each applicant.

The Principal or Principal's Designee shall review the written applications of each candidate and choose for interview those that best fit the qualifications for the open position. The interview committee will review applications and references of interviewees as part of the interview process.

INTERVIEWS

The Principal, or Principal's designee, shall establish a schedule for interview dates and times.

The Principal, or Principal's designee, shall notify the following persons of these dates and times and invite them to attend:

- All SBDM Council members
- Subject area Department Chair or designee
- Team Leader
- Other personnel directly involved with the position in question.

The Principal, or Principal's designee, and the interview committee shall conduct the interview, using a standard set of questions for each candidate.

FINAL SELECTION

The Principal shall consult with the Council on the vacancy and shall make a recommendation to Human Resources after the consultation.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: August 18, 2014 Council Chairperson's Initials (CL)

Date Reviewed or Revised: November 14, 2016 Council Chairperson's Initials (CL)

NOTES ON USING THIS POLICY