

CONSULTATION POLICIES

HIRING OF MEMBERS OF THE FACULTY AND STAFF

Consultation with the Council

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school based vacancies that shall occur at the school.

When a vacancy occurs, and the the school council has determined the job classification for the vacancy, the school principal or any other school council member shall include "consultation with the school council for the ____ vacancy" on the agenda of a regular or special meeting of the council.

1. Council may either keep the job classification as it was previously determined, change it to another legal job classification, or agree to another legal expenditure of these personnel funds.
2. The principal shall contact the FCPS Department of Human Resouces to receive a list of available applicants. The Principal shall review applications, appoint an Ad Hoc Committee to interview a minimum of three candidates (if available). The committee will review references, conduct the interviews, and recommend a priority order for selection of a candidate to fill the position. Recommendations shall be provided to the council within two weeks of the completion of interviews.
3. The principal shall form an ad hoc interview committee for the vacancy. If available this committee will be composed of at least one parent at the school, at least one primary teacher, one intermediate teacher, one speial area teacher, and the principal who shall serve as the committee chair. When filling the vacancy of the PSA, the parent representative shall be one of the parents currently serving on the Council.
4. The Cassidy School Council shall receive the recommendations of the committee.

Subsequent to consultation with the Council, the Principal shall make the selection and report the selection to the superintendent who will complete the hiring process. Notation of consultation will be reflected in the Council minutes.

In the event that all candidates decline an offer of employment, the principal will reopen interviews to consider new candidates.

Policy 3.2.1

All hiring shall be in accordance with federal and state laws and regulations. Board policies, including the Affirmative Action Plan, shall be followed. Candidates shall not be discriminated against because of age, race, color, national origin, political affiliation, marital status, religion, sex, or disability.

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