

DIXIE MAGNET ELEMENTARY SCHOOL CONSULTATION POLICY

I. INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), the principal will appoint an ad hoc interview committee. This committee's membership may include the principal, 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 will chair the Interview Committee. For each new vacancy the principal and interview committee shall establish a timeline for the process.

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

II. CRITERIA/INTERVIEW QUESTIONS and APPLICATIONS/REFERENCES

The Interview Committee will:

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 interview.
3. Review all applications and written references and select applicants to interview.
4. Determine if information in the written application or resumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

III. INTERVIEWS

The following procedures will be followed during scheduled closed session interviews:

1. All the standardized questions will be asked of each candidate in the same order.
2. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
3. Following each interview committee members will discuss how well each candidate meets the criteria and any other input requested by the principal which may include a prioritized list.

IV. CONSULTATION WITH THE COUNCIL

After interviews are complete, in a closed session the Council will meet to discuss with the principal the findings of the interview committee and offer comments on the contributions each applicant could make and provide any additional input requested by the principal.

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.

V. 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.

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, the Council, and the ad hoc committee appointed by the Council.

POLICY EVALUATION

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

Adopted: 11/6/97

Date Reviewed or Revised: 1/17/13

Date Reviewed or Revised: 4/11/16