

SOUTHERN ELEMENTARY CONSULTATION POLICY



INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), the principal will decide which of the two types of committees in the chart below is best suited for the particular vacancy situation.

COUNCIL as the Interview Committee	APPOINTED Interview Committee
<ul style="list-style-type: none"> • Council members plus at least one staff member who will work directly with the person to be hired (if not already on the council). • The principal may add other staff to the Interview Committee who can contribute to the interviewing process. • All interviews will take place in a regular or special called council meeting. • Consultation will take place after the last interview for the vacant position. 	<ul style="list-style-type: none"> • The principal will appoint an Interview Committee. The Interview Committee will include at least one staff member who will work directly with the person to be hired. • All interviews will take place in a special called committee meeting. • Consultation with the council will take place at a regular or special called council meeting after the Interview Committee has finished the last interview for the vacant position.

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

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
2. Establish a timeline for filling each vacancy.
3. Review and screen all applications and references.
4. Decide on applicants to interview and check references *taking into special consideration applicants with international, language, and/or cultural experiences and applicants from the Fayette County minority hiring list.*
5. Arrange all interviews including calling special meetings if needed.

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 in-person interview.
3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

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.

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.

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 Interview Committee appointed by the principal.

POLICY EVALUATION

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

Date Reviewed or Revised: April 20, 2015

Date Reviewed or Revised: _____

NOTES ON USING THIS POLICY

PRINCIPAL PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PPGES): The process outlined in the section CONSULTATION WITH THE COUNCIL of this policy will help support principals in their efforts to align their practice with PPGES (3.1).

KRS 160.380: Beginning in July 2012, if an applicant is the spouse of the superintendent and meets the service requirements of subsection (2)(e) of KRS 160.380, the applicant shall only be employed upon the recommendation of the principal and the approval of a majority vote of the school council. If this situation could apply to your district, you may want to consider adding this provision to your Consultation Policy.

PROGRAM REVIEWS: This policy contains language that aligns with the program reviews proficient characteristics (Administrative/Leadership Standard, Demonstrator 1e). *This language is in italics.*

CONSULTATION WITH THE COUNCIL: Consultation for hiring as used in this policy is defined as a discussion between the council and the principal. This process may involve advice, opinions, and even prioritizing but should not involve any decision making by the council.

CONNECTION TO COUNCIL BYLAWS: This policy should be referenced in your council bylaws in a section on council responsibilities and then attached in an attachment section at the end of the bylaws. There is no need to copy the whole policy into the body of the bylaws. The sample set of bylaws in KASC's Bylaws Kit models this.

LAW IN A BOX: This sample policy is consistent with the SBDM law, KRS 160.345(2)(h) which says the principal shall select personnel to fill vacancies ***after*** consultation with the school council and (2)(i)(11) which says this policy must include procedures to assist the council with consultation including, but not limited to:

- ☑ meetings,
- ☑ timelines,
- ☑ interviews,
- ☑ review of written applications,
- ☑ review of references, and
- ☑ addressing when council members aren't available for consultation.