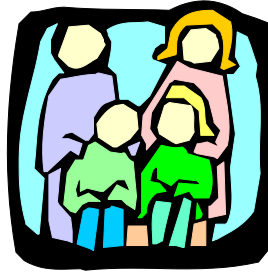


CONSULTATION POLICY



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. Regardless of the type of interview committee used, consultation with the **council** must take place during a regular or special called meeting.

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 (minimum of 3 people) will include at least one staff member from the content area or department who will work directly with the person to be hired and one parent representative and one minority representative. • All interviews will take place in a special called committee meeting. • Consultation with the council will take place after the Interview Committee has finished the last interview for the vacant position. This consultation, with the council, must take place during a regular or special called council meeting.

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

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal or appointed associate principal or department chair will:

1. Chair the Interview Committee.
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
5. Arrange all interviews.

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, or by video chat/call, 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.

After interviews are completed by the interview committee appointed by the principal, the interview committee will provide a written recommendation to the principal of the candidate(s) recommended to fill the vacancy; subsequently, the principal will consult with the SBDM council on the candidate(s) selected for hire prior to filling the vacancy.

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.

If a quorum of the council fails to attend a meeting regarding a recommendation for hire, the principal may either call another meeting of a quorum of the SBDM council or declare an emergency and conduct the required consultation with the quorum of the SBDM council members present so the hiring process can continue.

The definition of quorum, during the summer months (or times when school is not in regular session) for the purpose of consultation in the hiring of personnel (other than a vacancy for principal), shall be: only after written notification of the special meeting (at least 24 hours prior to the date, time, and location of the meeting) to all SBDM Council members, those SBDM council members who are in attendance at this meeting shall constitute a quorum.

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 school improvement planning process.

Date Adopted: _3.13.18_____

Date Reviewed or Revised:

This page is left intentionally blank.