

G. C. Burkhead Elementary School

SBDM Council Policy

Policy Number 07.02

Consultation on Vacancies

VACANCY COMMITTEE

For each certified vacancy at G.C. Burkhead, an interview committee will conduct interviews for the position. Anyone interested in serving on an interview committee for the current school year will notify the principal by August 15 of that school year. From those names, committee members will be selected according to what position is to be hired. Preschool and kindergarten teachers will be hired with a committee of principal, assistant principal, early childhood representative and a primary team member. A primary teacher will be hired with a committee of the principal, assistant principal, early childhood teacher and a primary teacher. An intermediate teacher will be hired using a committee consisting of the principal, assistant principal, 4th grade teacher, and 5th grade teacher. A special education teacher will be hired using a committee of the principal, assistant principal, special education teacher, and a primary or intermediate teacher. Assistant principals will be hired using principal, guidance counselor, early childhood teacher, primary teacher, fourth grade teacher, 5th grade teacher and special education teacher. Guidance counselors will be hired using principal, assistant principal, early childhood teacher, primary teacher, fourth grade teacher, 5th grade teacher and special education teacher. Principals will be hired according to policy 07.03. If there is more than one eligible person for the committee, names will be drawn to form the committee. Once a person has served on the committee, they may not serve again during the current school year unless all eligible persons have been given the opportunity to do so.

APPLICATION AND INTERVIEWS

Within one week of receiving a list of applicants from the superintendent, the principal and assistant principal will:

1. Review all applications and written references.
2. Select applicants to interview
3. Provide interview committee copy of proposed questions or written tasks, if desired, for feedback.

Each interview will occur in a closed session of the Interview Committee. The Interview Committee will:

1. Ask all the standard questions in the same order each time.
2. Ask the specialized questions after that.
3. Ask any follow-up questions after that.

DISCUSSION OF THE APPLICANTS AND CONSULTATION PROCEDURES

After interviews are completed, the Interview Committee will meet in closed session to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the principal. The consultation discussion with the committee will take the place of the consultation with the School Council. The principal may make the selection once this Hiring Committee meeting is complete. Following the meeting the principal will notify the superintendent of the selection and report to the council at the next scheduled meeting.

Adopted: 10-19-98

Amended: 2-25-02

Amended: 1-13-15