

CONSULTATION POLICY
KRS 160.345(2)(h)

Interview Committee

For each vacancy that occurs at our school (*except principal), the Principal will invite an ad hoc interview committee of no more than seven people and no fewer than three people. The invited committee's membership will include at least one parent representative on the council, at least one certified representative on the council, at least one staff member who will work directly with the person to be hired, and the Principal who shall serve as the committee chair. Council members other than the principal may or may not be on the committee.

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

Criteria and Interview Questions

The SBDM Council will meet in OPEN SESSION to:

1. Determine the job classification for the vacancy. The 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. Develop/write/gather standard interview questions that fit the position for which the candidate is to be interviewed. These questions will be asked of all candidates.
3. Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not limited to) some or all of the following: applications and resumes, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

Applications and References

After receiving a list of applicants from the superintendent and using the criteria above, the Principal will review the applications and supporting documents to determine up to 10 of the choicest applicants to be interviewed by the Interview Committee.

- Applications, reference checks, and other pertinent information will be placed in a binder in the office for SBDM members to review prior to consultation with the Interview Committee/Principal.

Interviews and Consultation

Each candidate will answer the same preselected questions and be rated using the same scale.

- The Interview Committee shall discuss and reach a consensus or majority vote on a recommendation of priority order for selection of a candidate to fill the vacancy.
- The Interview Committee shall report the recommendation of the committee to the school council at a regular or special meeting of the council.
- The school council shall consider the recommendation and provide its advice to the principal on who to select to fill the vacancy.
- After all interviews are complete, a council meeting will be called for consultation before the Principal makes the final recommendation to the Superintendent. Applications, reference information, and the interview committee's input of interviewees will be reviewed and discussed during the CLOSED SESSION council meeting. Consultation may occur via conference call in the event of an emergency to fill an immediate vacancy.
- After the council meeting, the Principal makes the final recommendation to hire to the Superintendent through the Department of Human Resources. Only the Human Resources Department or the designee of the Superintendent of schools can extend a contract of employment and finalize the hiring process.

A quorum of the council must be present for consultation to take place. In the event that it is not possible to obtain a quorum, the council members that are convened for this purpose may be used for consultation purposes. The timeline for this process will be determined by the council based on predetermined vacancy needs.

POLICY EVALUATION

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

First Reading: 03-24-2014

Second Reading: 04-21-2014

Date Reviewed or Revised: _____

Council Chairperson's Initials _____

Date Reviewed or Revised: _____

Council Chairperson's Initials _____