

COLONY ELEMENTARY SCHOOL

COUNCIL POLICY TYPE: School Operational Policy

POLICY TOPIC DESCRIPTION: Consultation

STATUTORY AUTHORITY: KRS 160.345 (2) (i)10

POLICY STATEMENT

Certified or Classified Vacancy

For each vacancy at the school the council or principal shall establish an ad hoc Interview Committee of no less than four people. The committee membership shall include the principal, at least one parent member of SBDM, at least one certified staff SBDM member, and may include another person knowledgeable of the position.

The committee shall determine criteria for a strong candidate and develop interview questions that fit those criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds.

Following receipt of a list of applicants from the superintendent, the committee shall review applications and shall select applicants for interview.

The principal, or principal's designee, shall schedule an interview with each selected applicant at a time when all committee members can attend. The committee chairperson shall call special meetings of the committee for each of those interview times.

Each interview shall occur in a closed session of the committee using the previously selected interview questions.

The committee shall meet in closed session to discuss how well each applicant met the decided upon criteria. The committee will submit a report to the Colony Elementary SBDM Council with recommendations and comments.

The Colony Elementary SBDM Council shall reconvene and meet in closed session to receive the committee's report, discuss the applicants, offer comments on the contributions each could make, and provide any additional input requested by the principal. If a quorum of the council fails to attend the meeting called for this purpose, the principal may either call another meeting or conduct the required discussion with the members who are present at the meeting.

After considering the council's comments, the principal shall select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent shall complete the hiring process.

Cont.

Principal Selection:

When the council learns that the school needs to hire a principal, the council will:

1. Obtain training in recruitment and interviewing techniques from the trainer of its choice.
2. Hold at least one afternoon and one evening meeting to receive suggestions from parents, staff, and other interested parties on what traits will make the best leader for this school.
3. Meet in open session to agree on criteria and develop interview questions that fit those criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds.
4. Meet in open session with the superintendent and/or deputy superintendent to discuss the criteria and other steps in the hiring process.
5. Meet in closed session to review applications and references of candidates submitted by the superintendent and select persons to be interviewed who appear reasonably capable of fitting the council's criteria.
6. Schedule an interview with each selected applicant at a time when all council members can attend a special meeting.
7. Conduct each interview in a closed session, using the interview questions.
8. Meet in closed session to discuss how well each applicant meets the criteria.
9. If necessary, request additional applicants from the superintendent. If the request is granted, repeat steps 4-8 above.
10. Meet in open session to make the final choice of principal.
11. Notify the superintendent immediately of their choice.

After receiving notice of the council's choice, the superintendent will complete the hiring process.

DATE ADOPTED: 10/23/2001

LAST UPDATE: 05/18/2011

Frank Wilkerson
Council Chairperson