

WEST MARION ELEMENTARY

"CAN DO---ATTITUDE"



CONSULTATION POLICY

INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), The principal, with an Interviewing committee, will review the list of applications, conduct interviews from the list provided by the Marion County Board of Education and consult with the council before submitting the recommendation of hiring to the Superintendent. The committee will be established by the principal to include present staff members directly working with the new hire and other appropriate members selected by the principal. If necessary, additional applications will be sought. (e.g. minority candidates) When the teacher(s) and principal reach consensus on a candidate, their selection will be submitted to the council for consultation at the next meeting. Council members other than the principal may or may not be on the committee. The principal will chair the Interview

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

CRITERIA AND INTERVIEW QUESTIONS

The principal and teacher(s) will meet in **OPEN SESSION** to:

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. Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and résumés, 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 finishing the procedures in the section above, the Interview Committee will meet in **CLOSED SESSION** to:

1. Review all applications and written references and select applicants to interview.
2. 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 Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those scheduled interview times. The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a **CLOSED SESSION** of the Interview Committee.
2. All the standardized questions will be asked of each candidate in the same order.

3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Committee members will briefly discuss the merits of each candidate following the interview.

CONSULTATION WITH THE COUNCIL

After all interviews are complete, 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.

After interviews are complete, the council will meet in **CLOSED SESSION** to receive the Interview 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 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 after making his recommendation to the council. 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 council and/or principal.

POLICY EVALUATION

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

Date Adopted: 1/8/00

Date Reviewed or Revised: 8/4/08 Council Chairperson's Initials JBM

Date Reviewed or Revised: 9/8/11 Council Chairperson's Initials JBM

Date Reviewed or Revised: 12/11/12 Council Chairperson's Initials JBM

Date Reviewed or Revised: 2/20/18 Council Chairperson's Initials RP

NOTES ON USING THIS POLICY

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. KASC's Bylaws Kit models this.