

BULLITT EAST HIGH SCHOOL
SITE-BASED DECISION MAKING COUNCIL

CONSULTATION POLICY



INTERVIEW COMMITTEE

After the council has determined that a vacancy in a certified position exists within the school, the principal shall inform the superintendent of the vacancy. The superintendent will provide a slate of candidates for each vacant position. An interview committee shall be formed by the principal. An Interview Committee shall consist of the principal, at least one SBDM council member, and the department chair and/or designee.

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

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
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 including calling special meetings if needed.

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 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

The Interview Committee shall review applications and support materials of the candidates or have that information reported to the committee by the principal. The principal shall consider input provided by the Interview Committee. After the Interview Committee gives consideration, the principal shall

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make the final selection and submit this to the superintendent. Emergency consultation by phone shall be implemented if Interview Committee requirements cannot be met in a timely fashion.

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.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date Reviewed or Revised: _____

Date Reviewed or Revised: _____