

## 2.0 Consultation on Vacancies

**District: Covington Public Schools**

**School: Sixth District School**

**Date Adopted: 6-24-08**

**Date Reviewed:**

### **POLICY STATEMENT**

**Definition**

For the purposes of this policy, "vacancy" means a position that did not previously exist but which can now be funded, a position previously held by an employee who has now left the school or a position held by an employee who has made a written statement that he or she will leave the school.

**Interview Team**

The interview team, selected by the principal, may include:

- The principal
- The assistant principal
- A council member
- A staff member from the area of expertise of the vacancy
- A parent, if not represented by the council member listed above
- Any council member who would like to serve on the interview team

**Procedure**

The interview team shall meet after the position is posted to establish a timeline to:

- Develop a list of questions to be asked of each applicant and establish a set of criteria for a strong candidate.
- Review all applications on file at Central Office.
- Select applicants for potential interview.
- Finalize the interview list.
- Interview applicants.
- Determine which applicants possess identified qualifications and meet criteria for a strong candidate.

Closed Session

The council shall go into closed session to:

- Hear the interview committee's report on applicants.
- Allow each council member to offer advice to the principal on the contribution different applicants could make.
- Allow general discussion among council members about the applicants.
- Provide any additional input requested by the principal.

Decision and Communication

After consulting with the council in a regular or special meeting, 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.

Consultation Under Emergency Situations

If the principal calls a meeting for consultation with the council and less than a quorum of the members are available, then quorum will be redefined as the council members who are able to attend.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Signature of SBDM Council Chairperson: \_\_\_\_\_