

**WOODFORD COUNTY MIDDLE SCHOOL
SBDM COUNCIL POLICY**

POLICY TOPIC: Consultation 10

POLICY NUMBER: 10.1

POLICY STATEMENT

1. An opening is identified by the principal/designee, verified by the superintendent, and the SBDM Council members are notified of the vacancy.
2. In all cases, a 30-day notice of vacancy is posted internally and advertised externally according to state law. Minorities will be actively recruited. In an emergency situation, as defined by current state law, the 30-day time constraint may be waived by the State.
3. For each vacancy at the school, the principal shall appoint an Ad-Hoc Committee of not more than five (5) people. This interview committee shall consist of the following individuals as appointed by the principal.
 - Principal or his/her designee
 - The Department Chairperson/Athletic Director/Supervisor or another teacher who will be working directly with the person to be hired.
 - A parent representative as selected by the personnel committee from a list of parents who have volunteered to serve on the interview committee.

In the event that one of the members of the interview committee is not a minority, the personnel committee will select a minority representative to be an additional member. Any interview committee member who discovers a conflict of interest upon reviewing the applications must disqualify him/herself from service on the committee.
4. Prior to interviewing the candidates, the interview committee shall need to:
 - Review the job description
 - Create interview questions
 - Establish timelines (meetings and interview dates and times)
 - Review applications
 - Choose the applicants to be interviewed
5. The principal will contact at least two references of each candidate to be interviewed. The interview committee will honor requests not to contact current employer.
6. The interview committee will conduct interviews and recommend, by consensus, candidates to the principal in a prioritized list.
7. At any time during this process the principal may decide to review additional applicants and to follow the prescribed process for interviewing and consulting.
8. The principal, in consultation with the Council, will select and contact the candidate to be offered the position. Consultation may occur at a regular council meeting or a special meeting may be held.
9. In the event a quorum of council members is not available for a consultation meeting before a vacancy must be filled, the principal shall consult with as many members as possible before selection. At the next meeting of the council, the principal will present to the council the candidates who were considered and give reasons for selecting the individual that was recommended for employment.
10. For vacancies occurring after July 15, the principal may waive the interview committee to expediently fill the position.

Date Adopted: October 11, 2005

Council Chairperson: Stephanie Koontz