

Consultation

[KRS 160.345(2)(1)11]

Purpose:

The Consultation Policy of Marie Roberts-Caney Elementary School ensures that the selection of instructional staff are highly effective, are highly qualified (based on state and Federal definition) and meet the needs of the student population.

Procedures:

Vacancy shall be defined as:

1. a position that did not previously exist but which can now be funded;
2. a position previously held by an employee who has retired or resigned; or
3. a position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

Highly Qualified Teacher shall be defined as a teacher who:

1. hold at least a bachelor's degree;
2. hold full Kentucky certification or statement of eligibility; and
3. demonstrates competency in each of the core academic subjects taught.

Highly Qualified Para-educator (Paraprofessional) shall be defined as an instructional assistant who has:

- has complete two years of study at an institution of higher education;
- holds an associate's (or higher) degree; or
- has passed the Kentucky Para-educator Assessment exam.

Notification of Vacancy:

The school council shall be consulted by the principal on all certified and classified instructional vacancies that occur at the school. When an instructional staff vacancy has been posted the principal shall include "consultation with the school council for the (position title) vacancy" on the agenda of the next regular or special meeting of the council.

Timeline:

The principal and school council shall meet the following timeline for filling vacancies:

- Once a vacancy is determined, the principal, along with SBDM Council, shall serve as an interview committee.
- The SBDM Council shall meet in a timely manner once the vacancy has completed the required posting time frame to develop a set of criteria for a strong candidates and a list of interview questions to be asked of each applicant. The council shall review applications and supporting materials for each qualified applicant. The council will make a selection of, first, candidates that exhibit the characteristics in the developed criteria and then, second, are highly qualified. Any applicant that does not meet the criteria or is not highly qualified shall not be considered for an interview. An interview schedule shall be developed by the

council so that all council members are present for all interviews. The principal shall contact the candidates and schedule the interviews.

- All candidates interviewed will be asked the developed questions in the same order. The principal shall follow up within 3 business days with reference checks, as needed.
- The council shall reconvene within one week of the final interview to review the candidates, discuss issues from reference checks and prioritize candidates.
- The school council shall consider the principals' recommendations and provide its thoughts on the candidates to the principal on who to select to fill the vacancy. This consultation will occur in closed session.
- The principal shall make a selection of a qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy during a special called meeting for the purpose of consultation, the principal shall conduct consultation with the council members who can attend. The timeline may also be amended with school council approval in order to fill a vacancy during times where continuation of instructional services may be affected and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.