

SCHOOL COUNCIL POLICY

Pikeville Independent Schools

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Policy Type (Check One)

 Council Operations School Operations**POLICY TOPIC DESCRIPTION**

HIRING OF EXTRA DUTY POSITIONS

POLICY STATEMENT

All hiring of extra duty positions shall be conducted by the principal in the manner outlined below:

- a. The principal shall form an ad-hoc committee made up of the following members:
 - Principal and/or Assistant Principal and/or principal designee.
 - One certified employee currently employed in an extra duty position
 - Booster Club President or designee
 - One parent
- b. Ad hoc committee will receive applications for employment from the superintendent. After review, the committee will choose applicants to interview. If only one applicant has applied, the committee may submit the name of that applicant to the principal without interviewing. If no applicants are deemed suitable from the first round of interviews, the committee may continue to interview the applicants (submitted by the superintendent) until they are able to recommend applicants in order of preference. The ad hoc committee may also request that the superintendent advertise the vacancy again in hopes of obtaining more applications.
- c. After the ad hoc committee has made their selections, in order of preference, the committee should then submit these names to the principal. After consultation with the council, the principal will make a selection from among the applicants who applied.

Date of First Reading: March 15, 2011Date Adopted: April 25, 2011

Date(s) Amended:

Michael Rowe
Council Chairman