

# SCHOOL COUNCIL POLICY

Pikeville Independent Schools

Pikeville Elementary School

Policy Type (Check One)

Council Operations

School Operations

## POLICY TOPIC DESCRIPTION

CONSULTATION POLICY

## POLICY STATEMENT

### INTERVIEW COMMITTEE:

For each vacancy that occurs at Pikeville Elementary School (except principal), the council will approve an ad hoc committee of the School Based Council to include:

- one primary council representative
- one intermediate council representative
- one parent member
- principal/principal designee

The principal may also appoint:

- one staff member who will work directly with the person to be hired (if not already on the council)
- additional member(s) that may contribute to the interview process

### TIMELINE, APPLICATIONS/REFERENCES AND CRITERIA/INTERVIEW QUESTIONS:

- one week prior to the closing of the position, the committee shall determine the criteria for a strong candidate and develop interview questions/scoring guide to be used during the interview process. Criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds
- within one week of receiving a list of qualified applicants from the superintendent, the committee shall review all applications and references and shall select candidates to be interviewed
- within one week of the committee's selection, the principal shall schedule an interview with each candidate

### 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 the interviews, 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:

Within one week after the interviews are complete, the committee chairperson shall make a report to the Council. The report of the committee chairperson will be given in closed session at which the Council will provide additional input.

If the principal schedules a meeting for consultation and a quorum is not achieved, the principal shall consult with those council members present and contact the remaining members individually for consultation.

### SELECTION OF THE PERSON TO BE HIRED:

After considering the council's comments, the principal shall select the person he or she believes will contribute the most to the success of the school. The principal shall notify the superintendent of the choice to fill the vacancy. The superintendent shall complete the hiring process.

**EXTRA-DUTY ASSIGNMENTS AND POSITIONS:**

Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at our school will be considered, the principal will make the assignment following our policy on Instructional and Non-Instructional Staff Time Assignment. When persons currently not working at our school will be considered, this policy on consultation will be followed by the principal, the council, and the ad hoc Interview Committee appointed by the principal.

**POLICY EVALUATION:**

This policy shall become effective immediately upon adoption by the council and shall remain in effect until amended or rescinded according to council by-laws.

Upon adoption by the council, this policy shall rescind any/all policy/policies pertaining to the filling of vacancies and consultation adopted prior to this date.

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

Date of First Reading: 11/8/2022

Date Adopted: 12/13/2022

Glenda Adkins  
Council Chairperson