

# COUNCIL POLICY

**DISTRICT:** Washington

**SCHOOL:** North Washington

## TITLE

Consultation Procedures

KRS 160.345(2)(1)11

## POLICY STATEMENT:

**Purpose:** The *Consultation Policy* of North Washington Elementary helps ensure that the selection of instructional staff are highly effective, qualified and meet the needs of the student population.

### **Certified and Classified Personnel Procedures:**

If a position becomes available, the principal will interview the candidates. Name of candidates along with resumes and applications will be presented to the Site-Based Council upon request. SBDM members will be invited to participate in the interview sessions.

An ad-hoc committee will be formed to assist the principal in interviewing the candidates. The ad-hoc committee will be formed to include members relevant to the position being filled (i.e. grade level teachers, parents, etc) if possible.

The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a **CLOSED SESSION** of the Interview Committee.
2. All the standardized questions will be asked of each candidate in the same order.
3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Committee members will briefly discuss the merits of each candidate following the interview.

After a decision has been made, the principal will recommend a candidate to the council for consultation and for the purposes of hiring.

In the event that a council meeting (quorum) cannot be obtained, consultation via phone or email will be acceptable, with the formal hiring for the position at the next council meeting.

After considering the input from all the closed session meetings, the principal will make the final selection of the person he/she believes will contribute most to the success of the school's students and notify the superintendent and council of his/her choice. The

decision made by the principal is binding on the superintendent who will complete the hiring process.

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 council.

**Date Adopted: 11/4/2010**

**Most Recent Review/Update: July 2024**