

## CONSULTATION POLICY



### INTERVIEW COMMITTEE

For each vacancy that occurs at our school (\*except principal), the principal will decide which of the two types of committees in the chart below is best suited for the particular vacancy situation. Regardless of the type interview committee used, consultation with the **council** must take place during a regular or special called meeting.

<b>COUNCIL</b> as the Interview Committee	<b>APPOINTED</b> Interview Committee
<ul style="list-style-type: none"> <li>• Council members plus at least one staff member who will work directly with the person to be hired (if not already on the council).</li> <li>• The principal may add other staff to the Interview Committee who can contribute to the interviewing process.</li> <li>• All interviews will take place in a regular or special called council meeting.</li> <li>• Consultation will take place after the last interview for the vacant position.</li> </ul>	<ul style="list-style-type: none"> <li>• The principal will appoint an Interview Committee. The Interview Committee will include at least one staff member who will work directly with the person to be hired.</li> <li>• All interviews will take place in a special called committee meeting.</li> <li>• Consultation with the <b>council</b> will take place after the Interview Committee has finished the last interview for the vacant position. This consultation, with the <b>council</b>, must take place during a regular or special called council meeting.</li> </ul>

\* See the Principal Selection Policy for procedures for this vacancy.

### TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
2. Establish a timeline for filling each vacancy.
3. Review and screen all applications and references.
4. Decide on applicants to interview and check references taking into special consideration applicants with international, language, and/or cultural experiences and Fulbright teachers.
5. Arrange all interviews including calling special meetings if needed.

The Interview Committee will:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.

3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

## **INTERVIEWS**

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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 each interview, 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**

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After interviews are complete, in a closed session the council will meet to discuss with the principal the findings of the Interview Committee and offer comments on the contributions each applicant could make and provide any additional input requested by the principal.

If a quorum of the council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

## **SELECTION OF THE PERSON TO BE HIRED**

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After considering the input from all the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

## **EXTRA-DUTY ASSIGNMENTS AND POSITIONS**

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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**

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

1st reading: February 18, 2016

2nd reading: March 8, 2016

Date Adopted: March 8, 2016

Date Reviewed or Revised: Aug 3 2017

Date Reviewed or Revised: \_\_\_\_\_

Policy Number 004

