

**Wurtland Middle School
Council Policy
Consultation Procedures**
KRS 160.345(2)(i)(10)

Policy Number	
12	
Type:	Required

Interview Committee

For each vacancy that occurs at our school (except principal), the principal will appoint an ad hoc interview committee of no more than seven people and no fewer than three people. This committee's membership will be made up of council members including the principal, one parent member, and at least one certified council member. If possible, an additional certified staff member who works in the same content area as the candidate may be included on the committee. The principal will chair the Interview Committee.

Criteria and Interview Questions

Within ten (10) week days of their appointment, the Interview Committee will meet in open session to:

- 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.
- 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.
- Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and résumés, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

Applications and References

Within five (5) week days after receiving a list of applicants from the superintendent and finishing the procedures in the section above, the Interview Committee will meet in closed session to:

- Review all applications and written references and select applicants to interview.
- 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

Within five (5) week days of the Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those scheduled

interview times. The following procedures will be followed during scheduled interviews:

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

Consultation with the Council

Within five (5) week days after all interviews are complete, the Interview Committee will meet in closed session to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the principal.

Within two (2) weeks after interviews are complete, the council will meet in closed session to receive the Interview Committee's report, discuss the applicants, offer comments on the contributions each could make, and provide any additional input requested by the principal.

If a quorum of the council cannot be assembled, the principal may declare an emergency and conduct the required consultation with the available council members so the hiring process can continue.

Selection of the Person to Be Hired

After considering the Council's comments, the principal will select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent will 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 council.