

# **McKell Middle School**

## **Personnel Consultation Policy**

This policy is for non-principal faculty and staff positions.

For the purpose of this policy, “vacancy” means either a certified or classified position that did not previously exist but which can now be funded, a position previously held by an employee who has now left the school, or a position held by an employee who has made a written statement that he/she will leave the school. The principal shall be responsible for ensuring the correct position is posted and filled.

No more than 30 days after a vacancy occurs, the principal will screen applications which have been made available by the superintendent, including a review of references, and will develop a list of eligible candidates to be interviewed.

Interviews will be conducted by the principal and members of the school council. Other staff members can be invited to participate in the interview process. The principal will notify the council members and other pertinent staff members (grade level team members, department members, assistant principal, etc.) of the interview dates and times.

After the completion of the interviews, the principal will consult with council members, and invited members of the staff if they are present, about the various candidates. After the consultation process is complete, the principal will then select the candidate he or she believes will contribute most to the success of the students of the school. The principal will then notify the superintendent of the hire and follow the school district’s policy and procedure on hiring new staff members.

No member of the council or staff who is a candidate for any compensated position in the school shall participate in, or be present for, any part of the selection process for that position.

For supplemental pay positions, the principal will fill the position after consulting with the school council. Interviews are optional. The principal shall report to the council the names of the individuals appointed to the position.

Council Chair Signature: \_\_\_\_\_

Council Vice-Chair Signature: \_\_\_\_\_

Revised: 10-28-04, 8-22-13

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