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## **HOPKINSVILLE MIDDLE SCHOOL COUNCIL POLICY**

District: Christian County

School: Hopkinsville Middle School

<b>Council Policy Type</b>	<b>Policy Number:</b>
<u>      </u> By-Laws (Council operational policies)	
<u>  X  </u> Function (School Operational Policies)	

<p style="text-align: center;"><b><u>Policy Topic Description</u></b> Consultation Policy Statutory Authority –KRS 160.345(2)(i)10</p> <p style="text-align: center;"><b><u>Policy Statement</u></b> This policy is intended to act as a guide for consultation at Hopkinsville Middle School under the above statute.</p>
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### **CANDIDATES:**

For each vacancy that occurs at our school (except \*principal), the principal shall interview the candidates. The principal may choose to interview the candidate with an ad hoc committee (in that subject). If a committee is available, this committee's membership will include the principal, at least one SBDM parent (if available), and at least one certified staff member who will work directly with the person to be hired. The principal will chair the Interview Committee. The principal shall be responsible for making the final choice for filling all vacancies-both certified and classified after consulting with the SBDM council members.

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

### **CRITERIA AND INTERVIEW QUESTIONS**

The Principal/Interview Committee will meet to:

1. Review 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. Review and revise standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Approve methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not limited to) some or all of the following: applications and resumes, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

## **INTERVIEW**

Transfer candidates from within the district will have the primary opportunity to interview for posted positions they are certified to fill in accordance with the Christian County Board of Education contract. The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a CLOSED SESSION with the Principal/Interview Committee.
2. All the standardized questions will be asked of each candidate. The principal or ad hoc will provide the questions to the committee.
3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Principal/ad hoc committee members will briefly discuss the merits of each candidate following the interview.

## **CONSULTATION WITH THE COUNCIL**

The principal by the next council meeting after all interviews are complete, the Principal/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

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**

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. Persons not selected for the position will be notified in writing, email, or by phone within five working days.

## **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.

## **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 03/03/14

Date Reviewed & Revised: 12/2017

Reviewed: 12/17/18

Reviewed: 01/27/2020

Reviewed: 01/25/2021

Council Initials: \_\_\_\_\_

Reviewed: 12/19/2022