

Policy Number
C-1

## SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

<b>POLICY TOPIC DESCRIPTION</b>
<b>CONSULTATION</b>

<b>POLICY STATEMENT</b>
<p><b>INTERVIEW COMMITTEE</b></p> <p>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 include a principal, and at least one certified staff member who will work directly with the person to be hired. Student and parent participation will be promoted. Council members other than the principal may or may not be on the committee. The principal will chair the Interview Committee.</p> <p>* See the Principal Selection Policy for procedures for this vacancy.</p>
<b>CRITERIA AND INTERVIEW QUESTIONS</b>
<p><u>Within ten (10) school days</u> of their appointment, the Interview Committee will meet in <b><u>OPEN SESSION</u></b> to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. 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.</li> </ol>
<b>APPLICATIONS AND REFERENCES</b>
<p>Upon completion of the procedures in the section above, the Interview Committee will meet in <b><u>CLOSED SESSION</u></b> to:</p> <ol style="list-style-type: none"> <li>1. Review all applications and written references and select applicants to interview.</li> </ol>

2. 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**

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:

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.

### **CONSULTATION WITH THE COUNCIL**

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.

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 fails to attend this meeting, the principal may either call another meeting, declare an emergency and conduct the required consultation with the council members present, or conduct consultation through email 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.

### **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: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Policy Number
C-2

## **SCHOOL COUNCIL POLICY**

Scott County School District

Scott County High School

<b>POLICY TOPIC DESCRIPTION</b>
<b>PRINCIPAL SELECTION</b>

## POLICY STATEMENT

### Preparation

When the council learns that the school needs to hire a principal, they will:

1. Meet with the superintendent (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Councils website.
2. Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council \*Vice-Chair (or designee) will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" as the agenda.
3. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training.

\*The council may want to elect a Vice-Chairperson (if none exists) to act as a liaison and contact person with the Chair (superintendent) during this process.

### SELECTION PROCESS

The council will:

1. Design and carry out processes to get stakeholder input on what traits will make the best leader for this school. Stakeholder input will involve but not be limited to faculty and staff, parents, and students (where appropriate).
2. Call a special meeting of the council and meet in open session to:
  - a. Discuss the process and the timeline for receiving applications, and other steps in the hiring process.
  - b. Develop a set of criteria for a strong candidate using the stakeholder input plus council members' ideas. The council will aim for a list of about 10 criteria. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
  - c. Use the criteria they have developed to write standard interview questions that fit those criteria and which will be asked of all candidates in in-person interviews.
  - d. Decide on other methods to use to gather information about the candidates. The methods may include (but not be limited to) some or all of the following: applications and résumés, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
3. Call a special meeting of the council and meet in closed session to:
  - a. Review all applications and written references and select applicants to interview.
  - b. Determine if information in the written applications and résumés points to any

specialized questions that should be asked of a particular applicant and develop those questions if necessary.

4. Schedule interviews with each applicant who has been selected to be interviewed.
5. Conduct each interview in a special called meeting in closed session during which:
  - a. All the standardized questions will be asked in the same order for every candidate.
  - b. Any specialized or follow-up questions will be asked after the standardized questions.
  - c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.
6. Hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
7. Keep all closed session discussion confidential.

#### SELECTION of the new principal

After all information is gathered, the council will:

1. Meet in open session to vote for the final selection of a new principal.
2. Ask the superintendent to complete the hiring process.

#### **POLICY EVALUATION**

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

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

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