



Bath County High School

School Based Decision Making Policy

Policy Topic Description:

Consultation on Vacancies

Council Policy Type (Check One):

By-Laws (Council Operations Policies)

Function (School Operational Policies)

Policy Number:

13.00

Policy Statement:

After the council has determined that a vacancy in a certified or classified position exists within the school, the principal shall inform the superintendent of the vacancy and the district's transfer policies shall become effective. If the position is not filled through the transfer policy, the superintendent shall provide a slate of qualified candidates for each vacant position. All vacant positions at Bath County High School shall be placed on an agenda for a regular or special called SBDM Council Meeting. The principal or his/her designee shall be responsible for checking all references on applicants who will be interviewed.

The council may choose to grant the principal the sole authority to interview for a position or chose to do all interviewing through the SBDM Council at a special called meeting or at an upcoming regular monthly meeting. In certain situations the council may also choose to allow the principal to complete the consultation process via the telephone or email. The aforementioned processes are especially recommended in situations where there are either no or very few applicants for a position and time is of the essence in hiring for a position. Regardless though, all vacant positions at Bath County High School shall still be placed on an agenda for a regular or special called SBDM Council Meeting and the final action on a vacant position shall still be recorded in the minutes of a regular or special called SBDM Council Meeting.

The principal and superintendent shall have screening rights on all applicants for all vacant positions. If the council receives four (4) or fewer applications after superintendent and principal screening and the council has decided to conduct all interviews, then the council will determine the number of applicants to interview. If too many applicants are viable candidates (typically more than four), a screening committee consisting of the principal or his/her designee may be used to narrow the pool of candidtates to an acceptable and more manageable number. If a screening process is used, at least one (1) council member and at least one (1) teacher

Policy Statement (Continued):

from the subject area being interviewed will screen all applications through informal interviewing and/or reference calling. The screening committee will narrow the number of interviewees to no more than 4 (four). In the event that the field of candidates for a position cannot be narrowed down to four (4), the council will interview all candidates recommended by the screening committee.

The council shall select interview questions to solicit information from applicants being interviewed in order to select the best candidate for the vacant position. The council shall determine their top candidate(s) and present this as a recommendation to the principal for consideration. After consideration is given to the recommendations made by the SBDM Council, the principal shall make the final selection and submit this to the superintendent in writing as required by KRS 160.345 (2).

Date Adopted: 5/13/2014

Signature: _____

Paul W. Prater

Council Chairperson

Date Revised: 5/13/2014