

Simmons Elementary  
Required Policy  
SISI Standard 8  
Policy Revision Date:

## **CONSULTATION IN FILLING VACANCIES**

### **VACANCY COMMITTEE**

For each vacancy at the school, the principal will appoint an ad hoc hiring committee consisting of the principal, at least one parent council member and at least one teacher council member, and invite a certified staff who will work directly with the new employee once hired.

### **CRITERIA AND STANDARD QUESTIONS**

Prior to each set of interviews, the committee will review questioning strategies and professionalism.

The committee will then develop a standard set of interview questions that will be asked of all candidates. The committee may ask follow-up questions for clarification that are not the same for all applicants.

### **APPLICATIONS AND INTERVIEWS**

All committee members will be given the opportunity to read applications or resume.

The principal will check references of selected applicant(s) and report to the vacancy committee. This may occur before or after the interviewing process, depending on time constraints.

Each applicant will be asked to respond to the set of standard questions that was developed earlier. Each applicant will then be afforded the opportunity to ask questions of the committee.

### **CONSULTATION WITH THE COUNCIL**

After the committee has completed the review of applications and interviews, the committee will summarize the findings and point out the strengths and weaknesses of the applicants.

The principal will consult with the council prior to making the final selection.

### **POST COUNCIL ACTION**

The principal will report the selection of the new employee to the superintendent for final employment.

The principal will notify the new employee and all other applicants of the final selection.

The principal will include a staffing update at the next council meeting.

The principal will notify staff members of new hires.

**EMERGENCY CLAUSE**

If a quorum of the council fails to attend the meeting called for the purpose of consultation or a meeting where consultation is on the agenda sent to members in advance, the principal may either call another or meeting or declare an emergency and conduct the required discussion with the members who are present at the meeting.