

POLICY: CONSULTATION IN FILLING NON-PRINCIPAL VACANCIES

From a list of applicants submitted by the local superintendent, the principal of the school, after consultation with the school council; shall select personnel to fill vacancies.

The following procedures will ensure that the council has an active role in the selection of school personnel:

1. The vacancy to be filled and the timeline for filling the vacancy shall be discussed in open session of the SBDM council.
2. Following the declaration of the vacancy and the posted deadline for applications, the principal shall request from the superintendent names of applicants, and schedule a council meeting to review applications and references. The SBDM council, the department chair or other staff as needed, shall be given the opportunity to sit in on the interviews and make recommendations to the principal.
3. In Emergency situations, application review, interviews, and selection of verified or classified personnel may be completed by the principal without input from the council. Emergency situations shall be defined as the need to employ a person at a time when council members are not available to assist with the interviews of candidates, or when immediate commitment to a candidate is needed in order to ensure employment of the candidate. The principal shall make every effort, and shall document those efforts, to obtain input from the council.
4. The principal shall make the final decisions on the selection of personnel and submit, in writing, the name(s) of selected personnel to the superintendent, who will complete the hiring process in accordance with KRS.

Adoption: September 25, 2018

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