

## **School Based Decision Making Policy Format**

**School: DuPont Manual High School/ YPAS**  
**Subject of Policy: Consultation on Vacancies**

### **Policy Statement:**

#### **PURPOSE:**

The SBDM Law and local Board policy provide that the council shall:

- Determine the number of persons to be employed in each job classification/select the principal when the job is vacant, and
- Be consulted by the principal before he or she selects persons to fill other vacancies.

This policy defines how the Council will carry out those duties.

#### **DEFINITIONS:**

- “Vacancy” means a position that did not previously exist but which can now be funded, a position previously held by an employee who has now left the school, or a position held by an employee who has made a written statement that he or she will leave the school.
- “Publicize” means that the information will be published in the weekly school calendar and in the PTSA newsletter, when possible.

#### **DECISION ABOUT USE OF FUNDS FOR VACANT POSITIONS:**

The determination of the number of persons to be employed in each job classification will be made by the Council in conjunction with the Instruction and Budget Committees. The Vacancy policy will deal with the filling of vacancies once they have been determined.

#### **AD HOC COMMITTEE:**

The principal shall appoint an Ad Hoc Committee of no more than nine people who will interview the persons considered for hiring purposes. In the event that the job to be filled requires a larger interview committee, the council may vote to increase the size of the Ad Hoc Committee. A good faith effort shall be made to have representatives from the following groups on each committee: principal or designee, teacher, expert, and minority. If a teacher is to be hired, at least half of the Committee shall be made up of teachers. In order to facilitate finding members for the Ad Hoc Committee quickly when the need arises, pools of interested persons in each category will be identified at the end of each school year. The forming of these pools will be advertised to parents and teachers in as many ways as possible, i.e. announcement at meetings, weekly calendar, etc. Members of the pool will be used on a rotating basis whenever possible. At the close of the school year additional members may need to be added to the pool so that interviewers will be available during the summer months.

#### **WORK OF THE AD HOC COMMITTEE:**

- meet as soon as possible after its appointment
- develop a list of questions to be asked of each applicant and a set of criteria for a strong candidate using the job description. (The Committee will be able to ask additional questions to clarify applicants’ answers.)
- review all applications received from personnel
- request additional applications from the personnel or reject all current applicants and re-advertise, if it deems necessary
- select applicants to interview and interview them
- determine which applicants possess the proper qualifications and meet the criteria set by the Committee for a strong candidate.

- make a good faith effort to reach consensus in ranking the candidates

**COUNCIL CONSULTATION:**

During the times when school is not in session for more than one week, the definition of quorum-only for the purpose of consultation in the hiring of personnel other than the principal-shall be: “After all SBDM Council members have been notified at a minimum of 24 hours in advance, those in attendance constitute a quorum.”

**SELECTION BY THE PRINCIPAL:**

The principal shall select a candidate after receiving the results of the interviews from the Ad Hoc Committee and notify the personnel of his or her choice. The superintendent shall complete the hiring process.

**STAFF ASSIGNMENT:**

After the superintendent completes the hiring process, the principal shall assign the time of the person hired in a manner consistent with the Council’s policy on assignment of instructional and non-instructional staff time.

**SPECIAL PROVISIONS FOR PERSONS ALREADY WORKING AT THIS SCHOOL:**

Before a vacancy is filled, a persons already working at the school in a same job classification may communicate his or her interest in that work to the principal. The principal shall follow the current contractual obligations and personnel practices.

**SPECIAL PROVISIONS FOR TEACHERS WORKING AT OTHER SCHOOLS IN THE DISTRICT:**

In the event that teachers working at other schools in the district wish to be considered for a vacant position, provisions in the current contract will be followed.

Date of First Reading: \_\_\_\_\_4/4/12\_\_\_\_\_

Date of Second Reading: \_\_\_\_\_5/2/12\_\_\_\_\_

Date Adopted: \_\_Revised 2/4/14\_\_\_\_\_

Signature: \_\_\_\_\_  
(SBDM Council Chairperson)