

DUPONT MANUAL HIGH SCHOOL SCHOOL BASED DECISION MAKING POLICY FORM

POLICY TYPE	
<input type="checkbox"/>	By-Law
<input checked="" type="checkbox"/>	Policy*

COUNCIL ACTION	
<input checked="" type="checkbox"/>	Recommended to Faculty
<input checked="" type="checkbox"/>	Adopted
<input type="checkbox"/>	Referred (to _____)
<input type="checkbox"/>	Tabled
<input type="checkbox"/>	Other (_____)
<input type="checkbox"/>	Did Not Pass

POLICY ADOPTION	
Policy Number	<input type="text" value="0297"/>
Date Adopted	<input type="text" value="10/1/97"/>

POLICY STATEMENT

Ad Hoc Committee
Vacancies (Hiring Policy)

See attached.

Submitted By Ad Hoc Committee SBDM Chair Dawn S. Livers

VACANCIES

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 that 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, parent, expert, student, and African-American. 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 start of each school year. The forming of these pools will be advertised to parents and teachers in as many ways as possible, i.e. PTSA newsletter, 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

The Ad Hoc Committee shall:

- 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' answer.)
- Review all applications received from the superintendent.
- Request additional applications from the superintendent or reject all current applicants and readvertise, 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

The Ad Hoc Committee will be considered a designee of the SBDM Council for consulting purposes in hiring.

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 superintendent 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 noninstructional staff time.

SPECIAL PROVISIONS FOR PERSONS ALREADY WORKING AT THIS SCHOOL

Before a vacancy is filled, a person 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.