



Consultation on Filling Vacancies

Council Policy Type

- Legally Required Policy
- Additional Policy Topic
- Additional SISI Policy

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Signature

(Council Chairperson)

Signature

Purpose: The purpose of this policy is to outline the manner in which the SBDM Council will fulfill its consultation duty in the event of a vacancy.

Prior to the Vacancy: At the April Council meeting each year the Council will:

- Determine the criteria and qualifications of potential applicants should a vacancy occur in a classroom, special education, related arts, or paraprofessional position during the year,
- Develop a list of questions to be used during interviews for each of the positions listed in the previous bullet,
- Determine if a special meeting will be called during the school year should a vacancy occur or if Council wants all job classifications kept as they are for the entire year.

During a Vacancy: The Principal shall inform the superintendent of any resignation of a school employee at Campbell Ridge. The superintendent shall determine the position as vacant.

Ad Hoc Committee - The principal shall appoint an Ad Hoc Committee to participate in the screening and selection process. The committee shall consist of the principal, at least one additional council member, and at least one certified or classified staff member who will work directly with the person to be hired. The Ad Hoc Committee will make use of the criteria, qualifications, and questions developed at the April meeting by the full Council.

Interviews & Discussion of Candidates by Ad Hoc Committee - The principal shall schedule an interview with each selected applicant at a time when members of the Ad Hoc Committee can attend. Each interview shall occur in a closed session of the committee using appropriate agreed-upon questions. Upon completion of all interviews, the committee shall meet in closed session to discuss how well each candidate meets the criteria.

Consultation with Council - After interviews have been completed, the council shall meet in closed session at either a regular or special called meeting to receive the committee’s report, discuss the applicants, offer comments on the contribution each could make, and provide any additional input. If a quorum of the council fails to attend the meeting called for this purpose, the principal shall declare an emergency and conduct the required discussion with the members who are present at the meeting.

Filling the Vacancy: After consultation with the council, the principal shall select the person he/she believes will contribute most to the success of the school’s students and notify the superintendent or designee of his or her choice. The superintendent shall complete the hiring process.