

**Frankfort High School  
Consultation  
First Read: 8/24/21  
Second Read: 9/23/21  
Adopted: 9/23/21**

**Policy Statement**

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**Interview Committee**

For each vacancy that occurs at our school ( \*except principal), the principal will appoint an interview committee of no more than seven people and no fewer than three people. This committee's membership will include the principal and at least one certified staff member who will work directly with the person to be hired. Council members other than the principal may or may not be on the committee. The Principal will chair the interview committee.

**Criteria and Interview Questions**

Within ten (10) days of the formation of the interview committee, members will meet in open session to:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and resumes, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

**Applications and References**

Within five days after receiving a list of applicants from the superintendent and finishing the procedures in the section above, the interview committee will meet in closed session to:

1. Review all applications and written references and select applicants to interview.
2. Determine if information in the written application or resume points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

## **Interviews**

Within five (5) school days of the interview committee's selection of candidates to interview, the principal (or designee) will schedule an interview with each selected applicant at a time when all interview committee members can attend and call special meetings of the interview committee for each of those scheduled interview times. The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a closed session of the interview committee.
2. All standardized questions will be asked of each candidate.
3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Committee members will discuss the merits of each candidate following the interview.

## **Selection of the Person To Be Hired**

After considering the input from the interview committee, the principal will make the final selection of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process. SBDM Council will be notified that the vacancy has been filled at the next regular meeting or a special called meeting.

## **Extra-Duty Assignments and Positions**

Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher or classified staff member. When only persons currently working at our school will be considered, the principal will make the assignment following our policy on Instructional and Non-Instructional Staff

Time Assignment. When persons currently not working at our school will be considered, this policy on the consultation will be followed by the principal, the council, and the ad hoc interview committee appointed by the council.