# Black Mountain Elementary
# Council Policy

| Council Policy Type | Policy Number |
|---|---|
| ( ) By-Laws (Council Operational Policy)<br>(X) Function (School Operational Policies) | 2.03 |

| POLICY TOPIC DESCRIPTION |
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| Hiring of Classified Staff |

| POLICY STATEMENT |
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| From a list of applicants submitted by the local superintendent, the principal shall select personnel to fill vacancies, after consultation with the school council in accordance with council policy 11.01. Requests for transfer shall conform to any employer-employee bargained contract/board policy which is in effect. The personnel decision made at the school level is binding on the superintendent who completes the hiring process in accordance with SBDM law.<br>Conducting Interviews: As each vacancy at the school occurs, the council shall determine the criteria for a strong candidate and develops a list of questions that fit the criteria. The criteria shall not in any way discriminate upon the basis of gender, ethnicity, religion, political affiliation, or any other illegal grounds.<br>Within ten working days of receiving a list of applicants from the superintendent, the council shall review all applications and references and shall select applicants to interview. Within five working days of the selection of interview candidates, the principal shall schedule an interview at a time in which a quorum of the council or the majority of the committee can attend. Each interview shall be conducted in closed session using the interview questions. Within five working days after the completion of the final candidate is interviewed, the council committee shall meet in closed session to discuss how well each applicant meets the criteria. Within five working days, the council shall recommend to the Principal person/persons to be selected for the position. After considering the council's recommendation, the principal shall select the person he/she believes will best meet the needs of the students and the learning community. The principal shall then notify the superintendent of his/her choice who shall complete the hiring process. |

| 9-4-12 | 12-4-12 | 12-4-12 |
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| 1st reading<br><br>Eddie Stewart<br><br>Council Chairperson | 2nd reading<br><br>Eddie Stewart<br><br>Council Chairperson | Adopted<br>Eddie Stewart<br><br>Council Chairperson |