



Wayland Alexander Mustangs



Wayland Alexander Elementary
1250 Oakwood Drive
Hartford, Kentucky 42347
(270) 298-3462

Principal, Alicia Storm
Assistant Principal, Shawn Bishop
Guidance Counselor, Chasity Blakeley

Consultation in Filling Vacancies Policy

This policy is for all building level hires with the exception of the principal.

Certified Vacancies

1. The principal will review candidate applications provided by the Superintendent.
2. The principal/assistant principal will conduct screening interviews on applicants to narrow down the field.
3. The principal/assistant principal will appoint a hiring committee consisting of the SBDM Council, guidance counselor, affected certified members, and other staff members deemed necessary by the principal.
4. The principal will provide an interview model to be used by the committee.
5. In closed session, the hiring committee will interview candidates, asking the same questions.
6. The committee will then have a discussion time on each applicant at the conclusion of each daily session.
7. If the Council and principal feel it is needed, the principal/assistant principal will narrow down the field for a second round of interviews, based on discussions. During this, the principal will provide a model. However, follow up questions may be asked by anyone on the committee.
8. The committee will then have another discussion time on each remaining applicant.
9. If the Council and principal feel it is needed, the principal/assistant principal will conduct a closing interview on candidate (s) that are being considered for recommendation to the SBDM Council.
10. The principal/assistant principal will then choose the candidate(s) based on committee findings and personal recommendations.
11. The principal will consult with the SBDM Council on the recommendation.
12. Following consultation, the principal shall make the final selection and recommendation to the Superintendent.
13. Furthermore, if a vacancy occurs in a given position or grade level, the principal may reassign current staff members to the vacant position and then, if a vacancy remains, follow the appropriate policy for filling the position that ultimately has become vacant.

Classified Vacancies

1. The principal will review candidate applications provided by the Superintendent.
2. The SBDM Council can, upon request, see applications of top candidates as deemed by the principal.
3. The principal will consult with the SBDM on the recommendation.

4. Following consultation, the principal shall make the final selection and recommendation to the Superintendent.

5. Furthermore, if a vacancy occurs in a given position, the principal may reassign current staff members to the vacant position and then, if a vacancy remains, follow the appropriate policy for filling the position that ultimately has become vacant.

Quorum

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy during a special called meeting for the purpose of consultation, the principal shall conduct consultation with the council members who can attend. The timeline may also be amended with school council approval in order to fill a vacancy during times in which continuation of instructional services may be affected, and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.

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