

# 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 and select the principal when that job is vacant
- 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**

For purposes of this policy only:

- “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.

**DECISION ABOUT USE OF FUNDS**

At its first meeting after the principal learns of the vacancy, the Council shall review the current Comprehensive School Improvement Plan and discuss the possibility of using the funding from that position for some other

**FOR VACANT** position or positions. (That is, the Council will decide whether to

**POSITION**

exercise its power under KRS 160.345(2)(f) to change the number of persons employed in that job classification.)

After discussion, the Council shall *either* decide to use the money for the position already in place *and/or* take the following steps:

- Determine whether, in its judgment, a financially feasible change would make the Comprehensive School Improvement Plan more effective.
- If a feasible change would make the Comprehensive School Improvement Plan more effective, prepare a written proposal of that change.
- Make copies of the proposal generally available.
- Present the proposal at a Council meeting.
- Take Council action on the proposal after input and at the next Council meeting.

**AD HOC COMMITTEES**

The Council may appoint an Ad Hoc Committee (involving at least one parent) who will interview the applicants. The Council may also direct the Ad Hoc Committee to look for specific qualifications the Council thinks are needed in the position to be filled. The Council may interview candidates and invite non-council persons to help in the selection process.

**WORK OF THE AD HOC COMMITTEE OR COUNCIL**

The Ad Hoc Committee or Council shall:

- Develop a list of questions to be asked to each applicant and a set of criteria for a strong candidate
- Review all applicants received from the superintendent.
- Request additional applications from the superintendent if it deems necessary.
- Select applicants to interview and check references.

- Determine which applicants possess any qualifications the Council has identified as a strong applicant.
- Notify the Council that the interview process is completed.
- Appear at the next Council meeting to report in closed session on the merits of the applications received.
- This process will also be used for long-term substitute vacancies.

**COUNCIL** The Council shall go into closed session to:

**CONSULTATION**

- Hear the Ad Hoc Committee’s report on the merits of the applications received.
- Review Council members recommendations on applicants.
- Provide any additional input requested by the principal.
- Consensus decision making will be used.

**SELECTION** After consultation with the Council, the principal shall select the person he or she

**BY PRINCIPAL** believes will contribute most to the success of the school’s students and notify the superintendent of his or her choice. The superintendent shall complete the hiring process.

**ACTION IF APPLICANT UNAVAILABLE** If the person selected by the principal declines the position, the principal will consult with the Council for another recommendation. If the principal decides to consider other applicants, he or she shall notify the Council and the Ad Hoc Committee within one school day of making that decision, and the process shall return to the interview process provisions found above or further review by the Council.

**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** Before a vacancy is filled, a person already working at the school may communicate his or her interest in that work to the principal. The principal shall then:

**WORKING AT THIS SCHOOL**

- Review the Council’s policy on staff time assignment.
  - Determine whether the policy allows that person to be reassigned to that work.
  - If the policy does allow the reassignment, decide whether to make it after consultation with the Council.
  - Notify the interested person of the decision.
  - Notify the superintendent, the Council and the Ad Hoc Committee within two school days or five calendar days (whichever is sooner), if he or she does assign the interested person to the work of the vacant position.
- If a current employee is assigned to the work of the vacant position, the Ad Hoc Committee or the Council shall take the steps needed to hire someone to do the work he or she previously performed.

**The Council may change the membership of the Ad Hoc Committee in light of the changed responsibilities of the person to be hired.**

<b>SPECIAL PROVISIONS FOR PERSONS WORKING AT OTHER SCHOOLS IN THE DISTRICT</b>	<p>If the superintendent submits a person currently working at another school in the district as an applicant for the vacant position, the Ad Hoc Committee, the Council, and the principal shall consider that application, bearing in mind any special strengths that might come from having served within the district.</p> <p>Under certain limited circumstances, the superintendent can transfer a current district employee into a vacant position at this school without the Council being consulted or the principal selecting that person. Those circumstances are listed in the Kentucky Department of Education's Program Review No 93-SBDM-105, "Suggested Hiring Procedures in SBDM Schools". If the superintendent provides written or verbal notice that he or she plans to do that, the Council will ask the superintendent to identify specifically which of those conditions apply.</p>
<b>SPECIAL PROVISIONS FOR</b>	<p>The process above shall not apply when the position to be filled is that of principal.</p> <p>Instead, when the Council learns of a current or definite future vacancy in principal, it shall do the following:</p>
<b>SELECTION OF A NEW PRINCIPAL</b>	<p>When a vacancy in the school principal occurs, the school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The Council shall select the trainer to deliver the training. After training, if the vacancy it be filled is the position of principal, the outgoing principal shall not serve on the council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the council. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal. The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selection a principal.</p>

Date Adopted: 8-5-98  
Date Reviewed: 8-03-06

Signature \_\_\_\_\_  
Council Chairperson