

SCHOOL COUNCIL POLICY

Pikeville Independent Schools

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Policy Type (Check One)

☐ Council Operations☒ School Operations**POLICY TOPIC DESCRIPTION**

HIRING OF CERTIFIED AND NON-CERTIFIED STAFF

POLICY STATEMENT

All hiring of certified staff shall be conducted by the principal in the manner outlined below:

- a. The principal shall form an ad-hoc committee made up of the following members:
 - Principal and/or principal designee.
 - Department chairperson from the discipline in which the vacancy occurs.
 - One teacher from the discipline in which the discipline occurs. If no other teacher exists in this subject area, a teacher from any other discipline may serve.
 - One parent
 - One staff member from central office may serve on the committee at the discretion of the committee.
- b. Ad hoc committee will receive applications for employment from the superintendent. After review, the committee will choose applicants to interview. If no applicants are deemed suitable from the first round of interviews, the committee may continue to interview the applicants (submitted by the superintendent) until they are able to recommend applicants in order of preference. The ad hoc committee may also request that the superintendent advertise the vacancy again in hopes of obtaining more applications.
- c. After the ad hoc committee has made their selections, in order of preference, the committee should then submit these names to the principal. After consultation with the council, the principal will make a selection from among the applicants who applied.

All hiring of classified staff shall be conducted by the principal in the manner outlined below. This procedure shall be conducted in accordance with the same guidelines set for the hiring of certified staff with the exception of the ad hoc committee. The ad hoc committee shall be formed by the principal and made up of the following members:

- Principal and/or principal designee
- One person from the area of vacancy
- One teacher from any discipline
- One parent

Date Adopted: September 9, 2001Date of Amended First Reading: February 24, 2011Date of Amended Second Reading: March 23, 2011Date of Amended First Reading: January 15, 2013Date of Amended Second Reading: January 28, 2013

Michael Rowe
Council Chairman