

South Livingston County Elementary School Based Decision Making Council Policy

10.0 Consultation in Filling Vacancies

Procedures:

Vacancy shall be defined as:

1. A position that did not previously exist but which can now be funded;
2. A position previously held by an employee who has retired or resigned; or
3. A position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

Highly Qualified Teacher shall be defined as a teacher who:

1. Hold at least a bachelor's degree;
2. Hold full Kentucky certification or statement of eligibility; and
3. Demonstrates competency in each of the core academic subjects taught.

Highly Qualified Paraeducator (Paraprofessional) shall be defined as an instructional assistant who:

1. Has completed two years of study at an institute of higher education;
2. Holds an associate's (or higher) degree; or
3. Has passed the Kentucky Paraeducator Assessment exam.

When a vacancy occurs, the principal shall notify the Council. The Council will then appoint a screening/interviewing committee. This committee shall consist of, but not limited to, at least one parent member and one teacher member of the Council and the principal.

The principal shall share applications and support materials for each candidate submitted by the superintendent with the committee. The committee shall establish timelines for screening and checking references. The interview/screening committee will then conduct the interviews and submit a prioritized list of names to the full Council. The Council will discuss and/or revise prior to submitting this list as a recommendation to the principal who shall make the final selection and make a recommendation to the superintendent who will complete the hiring process. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

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 where continuation of instructional services may be affected and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.

Signature Becky Dunning Date Adopted 10/17/2005
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