
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY BDFA: SCREENING AND INTERVIEW COMMITTEES

1. All administrative and supervisory level positions are advertised for a designated period of time.
2. The Superintendent of Schools will appoint a Screening and Interview Committee and designate a chairperson
 - A. A Screening and Interview committee shall be formed for vacancies in Unit II. Screening and Interview Committees for several vacancies may be combined by the Superintendent when appropriate.
 - B. Membership on the committee shall include a director(s) and other administrative and supervisory personnel related to the position to be filled as determined by the Superintendent.
 - C. The Superintendent shall appoint committee members and a chairperson. For principal vacancies, at least two parents will be appointed to all screening and interview committees and shall include a representative of an official parent group. A teacher shall be appointed to screening and interview committees to fill vacancies for assistant principal, principal, instructional supervisor, and assistant supervisor.
 - D. Deliberations of the screening and interview committee are personnel matters and shall be confidential.
 - E. Recommendations are to be submitted to the Superintendent and are advisory.
3. When the deadline for application has been reached, the Director of Human Resources will review all applications. Those applicants who do not meet the posted qualifications are eliminated from further consideration. A complete listing of both qualified and unqualified applicants is sent to the Superintendent and to the designated chairperson.
4. Each committee member will review the qualified applications and list those recommended for interviews.
5. A Screening and Interview Committee organizational meeting is held to determine the following:
 - A. a mutually agreed upon list of candidates to be interviewed;
 - B. questions to be asked to all applicants. (Usually each committee member submits two

- questions. The chairperson reviews each question for substance and to eliminate duplication);
- C. a time line for interviewing and submission of finalists to the Superintendent is developed.

The chairperson will also discuss such items as confidentiality and legal and illegal questions during this meeting. Members are informed that any questions from persons interviewed following the interview must be directed to the chairperson.

6. The chairperson will ensure that the interviews are conducted in accordance with the procedures outlined in the Unit II screening and interview procedures manual, published by the department of human resources.
7. Upon completion of all interviews, the committee is asked to rate their top three choices. This step will include much discussion until consensus is reached.
8. A maximum of three names are sent to the Superintendent for consideration. These names are sent in alphabetical order - no ranking.
9. The Superintendent may interview each finalist if he/she so desires. He/She usually confers with the chairperson to discuss the committee's opinions.
10. The Superintendent sends the recommendation to the Board of Education and the Board then votes in an open meeting to accept or reject the recommendation.