

TO: JTASD Superintendent and Administrators  
FROM: Policy and Personnel Committee/JTASD Board  
RE: The Interview and Hiring Protocol  
DATE: December 22, 2016

**PROTOCOL**

The following protocol will be used for hiring permanent, Professional Staff in the Jim Thorpe Area School District. Failure to follow this protocol may be grounds for disciplinary action.

The following are the steps to be taken in sequence to comply with this protocol:

1. The Superintendent / Administration determines the need for a position.
2. The School Board approves the posting of the position.
3. The Position is advertised, pursuant to statute, and proof thereof is kept by the Board Secretary.
4. All Solicitations for applications are made with a clearly defined deadline date and are time stamped upon receipt.
5. The Application Protocol is:
  - All applications received on or before the deadline date will be administratively reviewed.
  - Only complete applications can proceed to scheduling for the first interview. Completed applications on file include: Pennsylvania Standard Application for Professional Positions; proof of certification or eligibility for certification by the proposed hire date; all letters of recommendation attached to the application and all current clearances from PDE, FBI, State Police, etc.
6. The First interviews are scheduled.
7. The First Interview Committee is composed of the Building Administrator, Department Head or Chairperson or representative of the Department, and/or other parties as chosen by the Superintendent.
8. The Administrative team generates written interview questions and prepares a rating scale of 0-6 for each question.
9. The First Interview is conducted, scores are tabulated and candidates are selected for the second interview.
10. All references for second interview candidates are contacted and checked.
11. The Second Interview Committee is composed of the Building Administrator, Department Head or Chairperson or representative of Department, and/or other parties as chosen by the Superintendent.
12. The Administrative Team confirms that applications are complete and reviews all references for second interview candidates.
13. The Administrative team generates written interview questions and

prepares a rating scale of 0-6 for each question. Questions are now to be specific to that actual position. That is, curriculum based, lesson plan based, inquiry into professional competency. Questions are to be focused on the position and not repetitive of first interview questions.

14. The Second Interview is conducted, and scores are tabulated.
15. The Second Interview Committee recommends a candidate for hire to the Superintendent, which will be in writing and include the reasoning for the recommendation.
16. The Superintendent recommends the proposed hire to the Policy and Personnel Committee and prepares a written recommendation which is distributed to the committee. The written recommendation shall include the reasoning why the candidate was selected.
17. The Policy and Personnel Committee approves or disapproves the recommended candidate by majority vote. If recommended, the Committee directs the Superintendent to place the hire on the next agenda. If disapproved, the Committee shall direct the Superintendent what action to take.
18. All written documentation of the first and second interviews of the Committees and all written Committee recommendations shall be maintained under the Records Retention Policy of the District.

End

GLM/tals

DATE: \_\_\_\_\_

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Adopted