

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>EMPLOYMENT</i></p>	<p>Reviewed: 10/20/10</p>	<p>Policy No. 4-100(a)</p>
<p>These regulations are intended to supplement Regulation Policy No. 4-100 on hiring. Insofar as the procedures for interviewing may conflict, the procedures contained in this Regulation shall control.</p> <p><u>Scope:</u> These procedures are intended to apply only to the filling of vacancies at the level of Superintendent, Superintendent’s Cabinet, Principal and Assistant Principal positions.</p> <ol style="list-style-type: none"> 1. The Human Resources Director shall conduct the initial “paper” screen of all applicants who have filed applications to existing vacancies on Applitrack, the District’s web based posting and application system. Following the initial paper screen, and dependent upon the number of applicants, the Human Resource Director may determine that a telephone screen is also appropriate in order to narrow the applicants to a manageable pool. 2. The first round of interviews shall be conducted by a small “peer group”, who shall be able to conduct an in depth, substantive interview with the candidates. The composition of the panel will depend in part upon the position being filled; for example, in filling an Assistant Principal position, the panel shall include the building Principal, other Assistant Principals in the building, other administrators. To the greatest extent possible, this panel shall include 4 or so members. The Human Resource Director shall participate in this panel as a facilitator for discussion only. The Human Resource Director shall be responsible for ensuring that the members of this panel are sufficiently trained to conduct the interviews. This initial panel shall forward candidates to a second interviewing panel. The number of candidates shall depend on the size of the pool but, to the greatest extent possible, shall be limited to 4 or 5 candidates. 3. The second round of interviews shall be conducted by a panel to include individual representatives of those positions who are likely to be directly affected by the hire. For example, in filling an Assistant Principal position, it would be appropriate to include representatives from the teachers, paraprofessionals, special education coordinators or other substantive area coordinators. Where appropriate, building administrators may also be included in this second round. Members of the Board of Education hiring committee will also be included in this round of interviews. Members of this committee shall also be sufficiently trained to conduct interviews, and shall be limited to asking pre-determined questions to the greatest extent possible. 		

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<p>The Human Resource Director shall act as a facilitator during this level of interviewing.</p> <p>To the greatest extent possible, this second panel shall forward only two or three candidates to a final interview.</p> <p>4. The final round of interviews shall be conducted by the Superintendent and his designees, who shall be cabinet level administrators or other administrators as he deems appropriate.</p>		

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