

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>EMPLOYMENT</i></p>	<p>Revised: 9/25/13</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. Each applicant selected for interview may be invited to demonstrate knowledge or skill in the area through writing samples, demonstration observations or other such tool. All applicants shall perform the same such task. 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 may include the building Principal, other Assistant Principals in the building, Curriculum Coordinators, Directors or other administrators district-wide. To the greatest extent possible, this panel shall include 4 or so members. 3. A second panel shall convene to interview concurrently with the first panel. This second panel shall 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 be included in this panel. 4. The Human Resource Director shall participate in the panels 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. Panels shall be limited to asking pre-determined questions to the greatest extent possible. 		

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<p>5. Each of the two panels shall identify the candidates whose skills, performance and background make them qualified for the available opening. For each such candidate, the panelists shall identify the pros and cons for each in writing, and shall forward those comments directly to the Superintendent. To the greatest extent possible, the Superintendent shall select two to three candidates for a final round of interviews.</p> <p>6. 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>		