

ADMINISTRATIVE EMPLOYMENT PROCEDURES
Greene County Schools

1. The Central Office Supervisory Staff will develop a pool of interview questions including the following categories:
 - (a) Instructional Leadership
 - (b) Organizational Management
 - (c) Communication and Interpersonal Relations
2. When a vacancy exists, the Administrative Personnel Requisition form will be completed by the Certified Personnel Director, signed by Director of Schools and filed with Personnel Office.
3. If during regular school year, position/s will be advertised in Greene County Schools. If during summer, position/s will be advertised in local newspaper.
4. In-system applicants must complete the Administrative Application, return application to Certified Personnel Director, and file Director of Schools' copy of appropriate certification with Certified Personnel Director.
5. Out-of-system applicants must complete Administrative Application and Greene County Schools Certified Personnel Application, attach a copy of Director of Schools' copy of certificate with appropriate certification to application, and return to Certified Personnel Director.
6. The affected school staff will select one teacher to be a member of the Interview Panel.
7. The Director of Schools will designate one Central Office supervisor, one principal, and one additional principal or teacher to be a member of the Interview Panel.
8. If the Applicant's information is completed and accurate, the Certified Personnel Director will initial and date the candidate's application, which is given to the Director of Schools for scoring purposes.
9. The Certified Personnel Director will schedule interviews for all applicants who have supplied all information including references and who have met all certification and employment standards.
10. The Interview Panel, Numbers 6 and 7 above and the Director of Schools, will select questions one (1) hour prior to first interview. Seven (7) questions will be selected from the following categories:
 - (a) Instructional Leadership – 3 Questions
 - (b) Organizational Management – 2 Questions
 - (c) Communication and Interpersonal Relations – 2 Questions

11. Each candidate will begin the interview with an oral presentation not to exceed (5) five minutes.
12. All candidates applying for the same position will receive the same interview questions. Members of the Interview Panel may interact with the applicant and may request the applicant to elaborate.
13. Each Interview Panelist will complete an Administrative Interview form for each candidate, summarizing each answer for documentation purposes. At the conclusion of the interview, each panelist will be asked to submit a recommendation supported with a summary (individually, no collaboration). Panelists must complete, sign and date the form, recommendation and summary.
14. The Director of Schools will review the recommendations submitted by each panelist and will then select the candidate to be appointed.
15. The Certified Personnel Director will schedule interviews for all applicants who have been selected by the Director of Schools for an interview. All applicants to be interviewed must have supplied all information including references and who have met all certification and employment standards.