

## **ADMINISTRATIVE EMPLOYMENT PROCEDURES Greene County Schools**

1. All information requested on the application form must be provided, including complete address for the applicant and references, or the application will not be processed.
2. Applications for vacant positions in the area of administration and/or supervision will be accepted from interested candidates both in system and out of system. In order to apply, candidates must hold an appropriate Tennessee license for the specific position or documentation must be presented to verify that all components for licensure have been completed.
3. All candidates must submit a complete application and provide other documentation as required by the Greene County School System. Applications will be submitted to the Certified Personnel Director.
4. The Director of Schools will lead the interview process. An interview panel for each position will be designated by the Director of Schools and may include the following:
  - One teacher selected by the staff members of the school.
  - Parent and/or community representatives as determined by the Director of Schools
  - Other panel members, including teachers, central office staff and other administrators as determined by the Director of Schools.
5. A pool of interview questions will be developed by the Director of Schools. Immediately prior to the scheduled interviews, panel members will have access to the questions and be given the opportunity to recommend additional questions or modifications.
6. All candidates for the same position will be asked to respond to the same set of interview questions. Panel members may ask follow up questions or ask the candidate to elaborate or clarify information provided in response to questions.
7. Each candidate will begin the interview with an oral presentation not to exceed five (5) minutes.
8. At the conclusion of the interview, the Director of Schools will strive to reach consensus with the interview panel members. The Director of Schools will make the final decision regarding the person that will be named to the position.