

HUMAN RESOURCES RECRUITMENT AND HIRING POLICY

Church Hill Preparatory Academy

Introduction

Human resources management is the process through which we attract, train, motivate, evaluate, compensate and retain our important people---the faculty, staff and administrators who run the programs that educate and support our students.

The School's leadership team aims to build and judiciously maintain a human resource management system that meets the requirements of the law. Also, we aim for personnel policies and practices which are based on a commitment to fair and just treatment of staff toward creating a work environment that supports our mission and encourages our employees to develop and thrive.

By law, our charter school must employ or contract with necessary teachers, who hold valid licenses to perform the particular service for which they are employed in the school. The charter school's state aid may be reduced if the school employs a teacher who is not appropriately licensed. The school may employ necessary employees who are not required to hold teaching licenses to perform duties other than teaching and may contract for other services. The school may discharge teachers and non-licensed employees.

Board Responsibilities

The Board is responsible for setting policy in areas related to human resources management, including policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave, and in-service training. The Board hires the Principal and delegates to him the tasks of recruiting, hiring, evaluating, promoting, and disciplining staff (in accordance with established board policy).

Recruitment and Hiring

Initial candidate screening will be performed by a hiring committee of three or more people, to insure input from multiple stakeholders. Our committee might include, for example, the Director, teacher(s), parent(s), and student(s). The hiring committee vets out the strongest candidates for the interview process.

The hiring process will be designed to ensure that staff is identified no later than June. However, during the start-up year, and when future budgets allow, we will hire staff

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several months before the summer university begins, allowing them adequate time to prepare. To accomplish this, the hiring process will begin in January annually.

The hiring committee will create and update the position descriptions; post and/or advertise the position (all advertisements must include an EEO statement: Church Hill Preparatory Academy *is an equal opportunity educator and employer*); receive and screen applications; schedule, plan and assist with applicant interviews; check references; and participate in making hiring decisions.

Position Descriptions

Our human resource management decisions are “job-centered.” The Principal will oversee the design of position descriptions which clarify the responsibilities of a job, and the necessary skills, knowledge, and experience for successful job performance. The position description parameters will be the basis for all recruitment, hiring, training, performance appraisal, and disciplinary decisions.

The position descriptions are “living documents.” As such, the documents will be subject to review and revision, at a minimum, annually, as a standard part of the employee evaluation process. In this way, all position descriptions remain current, as job responsibilities change. Collectively, individual position descriptions within our organization will fit together like a mosaic, creating a complete picture of staffing needs. Every critical task associated with operating the school should appear on at least one person’s position description.

Receiving and screening applications

All applicants should be sent an acknowledgement letter, via email, confirming receipt of applications. This practice communicates a level of professionalism that can help build a reputation for the school that may be helpful in attracting quality applicants in the future. The hiring committee will utilize the school’s standard screening tool to decide which candidates will be invited for an interview.

Interviews

Once the hiring committee has selected applicants to interview, it will prepare a list of

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interview questions for the candidates. The interview questions should garner more information about the candidates' knowledge, skills, attitude toward learning, and other important qualifications. The committee may select from a list of its standard interview questions, and additional questions which will help the team make an informed hiring decision.

Please note, Federal, state and local civil rights laws prohibit questions related to protected classes. The following are protected classes:

- Race/color/nationality/ethnicity
- Gender
- Religion
- Age
- Disability
- Marital status
- Political affiliation
- Sexual orientation

Candidates will potentially undergo at least two interviews, an initial screening interview---likely via teleconference or audio-visual conferencing, and a later, more in-depth interview. The hiring committee will conduct the initial interviews and the hiring manager and Principal and possibly one or more directors will conduct subsequent director interviews with finalists. Use the same general questions with all applicants.

After the second interview, a member of the committee will visit each candidates' classroom (if the teacher is working locally) to observe. The finalist(s) will be invited to guest-teach for a small portion of the day.

Check references and credentials

Reference checking will be done between first and second interviews. Secure permission from applicants to check references.

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Reference questions should be job related and consistently applied. Talk with references that have actual first-hand knowledge of the applicant's job performance.

Verify necessary professional licensure before making an offer. Criminal background checks must also be completed before actual hiring. Applicants will be told that their employment is contingent upon the outcome of background checks and must sign a consent form.

The hiring decision

The hiring committee will have input in the hiring decision. The hiring manager and Principal will have the ultimate responsibility for hiring decisions, choosing the candidate who most closely meets the requirements of the job and other hiring criteria. Committee members will provide feedback in written recommendations.

Record-keeping

Applications, interview notes, postings and advertisements and other supporting documentation should be done electronically and will be retained for one year after the hiring decision is made.

The employment contract

Job offers will be made via written contract. The employment contract will be binding. The contract or "offer letter" will include the position title, salary, days of work, benefits, leave policy, and other pertinent employment information.

"At-will" Employer

The School is an "at-will" employer. This means that employment is based on mutual consent between the school and the employee. Either party has the right to terminate the employment relationship at any time, with or without cause or advance notice.

Orientation and Induction

Every new employee will receive electronic copies of their position description and a staff handbook that contains board policies related to their employment. Employees must sign a confirmation form indicating that they have received and read the policies.

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Payroll Forms

New employees must complete forms necessary for payroll (W-4), Employment Eligibility Verification (Form I-9), retirement benefits (PERA and TRA), and other employee benefits.

As a U.S. employer, the School is required by law to complete and retain a Form I-9 (Employment Eligibility Verification) for each employee. This includes citizens and non-citizens. On the form, the employer must verify employment eligibility and the identity documents presented by the employee.

Orientation

New employees will participate in an Orientation session. The session will cover the employee performance appraisal system, school history and school culture.