

Administrative Procedure 404

Human Resources

STAFF SELECTION

BACKGROUND

The Charter Board assigns responsibility for selection and appointment of staff to persons it believes to be the most knowledgeable about the requirements for the particular positions.

The Superintendent is responsible for the administration of this policy.

PROCEDURES

1. The Charter Board expects the selection process will be handled in a fair and professional manner.
2. Under normal circumstances, notice of available positions will be widely published.
3. The names of applicants shall be kept confidential.
4. The following general guidelines shall apply to this policy:
 - 4.1 Selection Committees:
 - 4.1.1 Are advisory in nature and are designed to assist in formulating selection recommendations to the individual or group responsible for making the selection.
 - 4.2 Short-lists:
 - 4.2.1 The Selection Committee shall have overall responsibility for the short-listing process.
 - 4.2.2 The Selection Committee shall inform the responsible individual or group of the criteria to be used in selecting suitable candidates, and the procedures to be followed in establishing the short-list.
 - 4.3 Interviews:
 - 4.3.1 The Selection Committee will appoint a chair for the purposes of conducting the interviews.
 - 4.4 Recommendations:
 - 4.4.1 Upon completion of the interviews, each Selection Committee member shall indicate those candidates he/she would recommend for the position.
 - 4.4.2 Discussion will take place with each Selection Committee member stating reasons for his/her choice(s) in an effort to reach a consensus.
 - 4.4.3 The Selection Committee will consider the consensus (or lack thereof) in formulating its selection recommendation.
 - 4.5 Available positions, excluding Superintendent, Secretary-Treasurer, Principal and Assistant Principal, may be filled internally by transfer or assignment when done in the best interest of the school. The preference of employees shall be taken into consideration in making transfers or assignments.

SELECTION PROCEDURES

1. Superintendent

A Selection Committee comprised of three Charter Board members will short-list and interview candidates. The Charter Board will make the selection.

2. Secretary-Treasurer

The Superintendent and Chairperson will short-list and interview candidates. Other individuals may be included in the short-list and interview process. The Charter Board will make the selection.

3. Principal

A selection committee will normally be comprised of two Charter Board members, the Superintendent, a certificated staff member and a parent representative as put forth by school council, will short-list and interview candidates. The Charter Board will make the selection.

4. Assistant-Principal

A selection committee comprised of the Superintendent and Principal will short-list and interview candidates. Other individuals may be included in the short-list and interview process. The Superintendent and Principal shall recommend an appointee to the Charter Board for its approval.

5. Teachers

A Selection Committee comprised of the Principal which may include the Superintendent, will short-list and interview candidates. Other individuals may be included in the short-list and interview process. The Principal will make the selection.

6. School Support Staff

The Principal will short-list and interview candidates. Other individuals may be included in the short-list and interview process. The Principal will make the selection.

7. Board Support Staff

The Human Resources Manager and/or the Secretary-Treasurer will short-list and interview candidates. Other individuals may be included in the short-list and interview process. The Human Resources Manager and/or Secretary-Treasurer will make the selection.

Cross Reference: AP-400 General Employment Policy
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