

Administrative Procedure 404

Human Resources

STAFF SELECTION

BACKGROUND

The charter board assigns responsibility for the 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, a 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 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 they would recommend for the position.
 - 4.4.2 Discussion will take place with each selection committee member stating reasons for their 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 to the board or secretary to the board and treasurer to the board, human resources director, 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

The charter board human resources committee comprised of charter board members will short-list and interview candidates. The charter board will make the selection.

2. Secretary-treasurer to the board or secretary to the board and treasurer to the board

The charter board human resources committee comprised of charter board members will short-list and interview candidates. The charter board will make the selection.

3. Principal

The charter board human resources committee comprised of charter board members, the superintendent, in consultation with the human resources director, and may include a certificated staff member and a parent representative appointed by the board or one chosen in consultation with the 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 a recommendation for hire to the superintendent for approval.

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 a recommendation for hire to the superintendent for approval.

7. Central Office Support Staff

7.1. The Human Resources Director

The charter board human resources committee comprised of charter board members and the superintendent will short-list and interview candidates. The charter board will make the selection.

7.2 Other Central Office Staff

The human resources director and the immediate supervisor of the staff member to be hired will short-list and interview candidates. Other individuals may be included in the short-list and interview processes. The human resources director and the appropriate supervisor will make a recommendation for hire to the superintendent for approval.

Cross Reference: AP-400 General Employment Policy
Date of Adoption: April 12, 1999
Date of Revision: March 31 2004, November 26, 2012, October 20, 2015, October 2, 2019,
December 20, 2022, March 2, 2023
Due for Review: March 2, 2026