

Interview and Hiring of Administrative and Teaching Staff

Issued _____

Purpose: It is charter policy that the Board of Directors will hire employees. The charter states the following:

“The School Administrator in conjunction with the Personnel Subcommittee will determine the teaching staff requirements. The Committee of Directors must approve all proposed positions”

The purpose of this administrative rule is to set forth a procedure for hiring all employees.

The procedure shall be as follows:

A Personnel subcommittee of the Board of Directors will be appointed by the Board Chairperson.

The Administrator will initiate the process of recruiting staff by any of several means such as placing advertisements in local newspapers, checking availability of potential staff on CERRA, etc.

The annual process should begin in _____ to allow adequate time for the interview process.

Should it become necessary to hire staff at other times throughout the year, the recruitment should begin as soon as the need arises.

The Administrator will review all applications to ensure that they meet the requirements set forth in the charter.

The Administrator will work with the Personnel Subcommittee to coordinate and schedule interviews.

The Personnel Subcommittee will be presented with two or more candidates from each subject area or position open for hire. This will ensure that the Personnel Subcommittee has a chance to meet with a variety of personalities and teaching styles to form a good fit with the school. The exception to this requirement is when, after due diligence in searching; only one candidate has been identified.

The interview process will consist of the Personnel Subcommittee and the Administrator conducting a “Behavioral Based” interview in which all candidates for the same position are asked an identical, predetermined panel of questions.

The candidate’s response to these questions as well as their qualifications will guide the Personnel Subcommittee in making their decision.

After interviewing all potential candidates, the Personnel Subcommittee will give their approval of the candidate the Administrator will recommend to the full Board of Directors for approval.

The Board of Directors will be presented with a biography of the recommended candidate.

Only after approval of the Board of Directors, will the candidate be hired.

The Board Chairperson or their designee will make the offer of hire to the candidate.

Adopted 10/04/05; Revised -----

The Fox Creek High School Board of Directors