



Ark Community Charter School

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Mary Theresa Streck, Principal/Director

Staff Recruitment and Hiring Procedures 2010-2015

All appointments to all employee positions are made by the Director of the school in consultation with the school's leadership team/selection committee. Other staff members may be invited to participate in the selection committee based on the position to be filled.

Steps / Procedure for selection:

Pre-Planning:

1. Qualifications and Job descriptions are written for position.
2. Pay scale is recommended.
3. Duration of employment is clearly stated.

Advertisement:

The school places an ad in the local media and the ad states the following:

1. Description and qualifications for position
2. How to apply and request for resume

Receiving Applications:

1. Office personnel receives applications and records them on the school's server.
2. The school's leadership team reviews applications for only those who qualify for the position.
3. Emails are sent to all qualifying applicants acknowledging receipt of application.
4. The selection committee recommends candidates to the director.
5. Office personnel contacts candidates to begin interview process.

Interview Process:

1. The selection committee with the Director interviews each candidate.
2. The selection committee makes a final recommendation.
3. Teacher candidates are required to present a sample lesson.
4. Final recommendation is made by selection committee
5. Director meets with selection committee to confirm selection.

Hiring:

1. Employee completes a formal application.
2. The director meets with candidate to review school's policies and practices and to answer any further questions about employment.
3. Candidate is given the School's Employee handbook to read prior to signing an offer of employment.
4. Candidates applying for a teaching position must agree to Responsive Classroom training prior of signing an offer of employment.
5. Offer of employment is made by the director and employee completes all employee paperwork. (Fingerprinting clearance form, W4, etc.)