

**GreenWood Charter School**

**Policy Number: 401**

**Policy Section: 400- Staff Policies**

**POLICY TITLE: Employee Hiring**

**Revision History**

Effective Date	Action Date	Revised
02/17/2015	New Policy	New Policy

## School Employee Hiring Policy

Effective Date: 17 February 2015

Revision Date:

**1. SCOPE**

The Board recognizes the need for a policy governing the hiring of new employees. This policy applies to all employees hired by GreenWood Charter School in a full time, part time, or temporary position, as well as any contract employees who will be working directly with students (excluding substitute teachers). All other contract employees will be governed by procurement policies.

**2. POLICY****Full Time and Part Time Position Process**

The hiring of individuals must adhere to the following process:

1. Disclosure of preexisting relationship with other employees of GreenWood Charter School or the Board of Directors.
2. Disclosure of previous suspension or revocation of license.
3. Disclosure of previous arrests or criminal charges.
4. Background check. All licensed staff and administrators must have a Cactus ID, proper certification, and background check through USOE. Will be checked through the GreenWood Administrative Office.
5. Chronological work history. A chronological work history must be filled out for all employees. Gaps in employment must be identified on the chronological work history.
6. Resumes must be received from all candidates prior to interviews. Resumes are recommended for all professional staff.
7. Charter and Vision documents must be provided to all applicants prior to board member interviews with adequate time given for applicant to thoroughly read through documents.
8. An interview by the Administration is required after the previous items are completed.
9. A temporary job offer may be made after a successful Director and Board interview. Candidate is to be informed that all positions must be approved on a consent agenda by the Board of Directors.

Following the preliminary offer of employment along with the offer details, licensure, intended contract and salary, the Board of Directors will vote to approve GreenWood candidates for hire upon recommendation of the School Director at the August Board Meeting. Candidates hired mid-year must be on a consent agenda on the next month's Board of Director's meeting.