

New Century School Policy No. 430

Adopted: 6.15.15

Revised: 4.4.16

POLICY # 430: Employment/Hiring Guidelines

The process for all school related employment will be subject to compliance with the policy outlined herein.

1. Job descriptions will be developed for all employed positions that include:

- Duties
- Qualifications
- Skills
- Application process

2. All positions will be posted according to the following requirements:

- For a minimum of 5 days
- On the school website
- Through at least one additional job posting service (such as Ed. Post)
- New Century School is an equal employment opportunity employer. The school will follow an open and fair hiring process that is non-discriminatory and encourages members of underrepresented populations to apply for employment.

3. Scope of Authority

- The board of directors must approve all agreements for employment and contracts for long term independent contractors providing services (eg, special education director, transportation, food services).
- The school director has authority to lead the search and selection process of all agreements for employment and independent contractors with the exception of the position of school director.
- The school director has authority to terminate agreements and contracts provided that the termination is in following with state employment law and school board policies. Terminations must be approved by the BOD.
- In the case of hiring a school director, the board of directors will assign a board committee to lead the search process and report back to the board of directors for a final decision. The board of directors may choose to employ based on the committee's recommendation, request that the committee re-open the search process, or select a candidate independent of the committee's recommendation.

4. Selection of candidates for interviews will be selected based on a combination of the following:

- Meeting required qualifications as listed in job description
- Previous experience
- References and recommendations

5. Review of Candidates and Employment Offer s

- Candidates will be interviewed by a committee of at least two representatives (Employees, Board Members, or Consultants) as designated by the school director.
- School director will finalize decision with input from the interview committee.
- School director has the authority to negotiate and present agreement with employee to be approved by the board at the next meeting of the board of directors.
- Employment classification, wages, or benefits will be subject to applicable law and school policies.
- In the case of search for a school director, the board of directors or designee will lead this process with the board of directors having final approval.

6. Final Approval & Employment

- As per board policy, employment agreements must be approved by the board of directors.

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- Termination of agreements must be approved by the board of directors.
- Agreement must be in writing and in compliance with all applicable employment laws.
- All employees must complete a background check prior to the first day of work.
- All employees will participate in a new employee orientation prior to reporting to duty and be assigned a peer mentor.

7. Evaluation of Employees

- All employees will be evaluated annually in a process to include the following components:
 - Formal self-reflection process including goal setting and professional development plan.
 - Evaluation by immediate supervisor based on job description criteria.
 - Teacher evaluation process compliant with statutes and MDE standards (for licensed teachers only).
 - The director's evaluation will be led by a board committee. This evaluation should include information gathered from staff, board members, parents, academic achievement, and meeting of school goals.
- Employees who fail to meet acceptable standards as outlined in their job description will be subject to disciplinary action ranging from reprimand, improvement plan, or termination.

8. Termination of Employees

- All employment agreements are at-will and subject to termination without cause.
- Termination of employment are at the recommendation of school director and require board action.
- Employees may challenge termination in following the employee grievance policy.