

# **Tapestry Public Charter School Policy Manual**

## **Hiring Policies and Procedures**

Adopted: 6/16/2014

Revised: 2/8/2016 (PROPOSED)

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

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### **I. PURPOSE**

Tapestry Public Charter School is an equal opportunity employer. Vacancies are open to all qualified applicants without regard to race, gender, age, religion, sexual orientation, or national origin. All vacancies will be posted and/or advertised.

### **II. HIRING PROCEDURES**

When a position becomes vacant or when notice is given to leave a position, the Principal will notify the Board of Directors. The Principal will form a search committee of no fewer than 3 people (including the Principal) for the position. The search committee may include members of the Board, Tapestry staff, or other community advisors based on expertise or experience relevant to the vacant position. For teaching positions, no parent whose child may be a student of that teacher may serve on the search committee.

#### **1. Position Announcement**

Before the vacancy is posted, the Principal will collaborate with the search committee to draft or revise (for existing positions) the following reference documents.

1. Job description
2. Criteria for eligibility
3. Schedule and protocol concerning the job announcement
4. Text of the job announcement

Tapestry values opportunities for growth and therefore encourages promotion from within. When vacant positions become available, a notice will be posted that qualified current employees are encouraged to apply. All qualified internal candidates will receive an interview as part of the interview process.

Job announcements will be posted on the Tapestry Public Charter School website. Positions may also be posted on the US Charter Schools website ([www.uscharterschools.org/pub/uscs\\_docs/c/jobs.htm](http://www.uscharterschools.org/pub/uscs_docs/c/jobs.htm)) and at local facilities

that may include universities with education programs or other websites or outlets deemed appropriate by the school Principal and the rest of the search committee.

## **2. Review of Applications**

Members of the search committee will review the application materials and make a recommendation to the Principal regarding the selection of the most qualified applicants for an interview based on the paper review of applications.

## **3. Interviews**

The Principal, in collaboration with two or more members of the search committee, will conduct interviews. All candidates for the same position shall be interviewed with an identical set of questions. Committee member notes from each interview will be collected and kept on file for one year by the Principal. No individual with an actual or potential conflict of interest will participate in the interviews.

## **4. Reference checks**

One or more members of the search committee will review letters of reference and conduct reference calls with the top-ranked candidates and provide summaries to the Principal and the rest of the search committee.

## **5. Meeting with teachers and teaching demo**

For teaching positions, candidates will be invited to meet with a group of Tapestry teachers selected by the Principal. The teachers will meet with the candidates and observe the candidates while they conduct a lesson with current Tapestry students, when possible. If not possible, a teaching demonstration will be set up for the candidates. Teaching demos will be recorded for internal review.

The search committee and teachers will make recommendations to the Principal identifying unqualified and qualified candidates and ranking the qualified candidates.

## **6. Principal recommendation and selection**

The Principal will make the final decisions about which candidate will be selected and made an offer. The Principal will use application materials, information from the interviews, information from references, and recommendations of the search Committee to make decisions and extend an offer to the selected candidate.

The Principal will present the selected candidate to the Board with a summary of his/her qualifications and experience. The Board can ask questions or request information about the selected candidate for clarification. New hires must submit to a background check and fingerprinting within 30 days of accepting an offer.