

Title: Procedure for Hiring Licensed Staff

Control Information

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Revision History

Revision	Date	Revision Description	Originator
A	March 2009	Initial release	Jen Renée
B	April 2009	Revision for in-house hiring	Tanya Freeman
C	May 2009	Revision for logistics and responsibility	Tanya Freeman
D	Sept. 2009	Revision for in-house candidates & absence of ED	Christine H. Horning
E	May 2011	Revision to simplify procedure	Erik Swartzendruber
F	May 2013	Revised to modify objective	Erik Swartzendruber
G	8/14/2014	Revised to clarify when procedure will be used	Melissa Harris
H	6/4/2015	Revised to modify observation of sample lesson	Melissa Harris
I	7/9/2015	Revise ICP Board member committee requirements	Melissa Harris

Process for Hiring Licensed Staff

1.1. Objective:

The objective of this procedure is the following

1. Provide the steps for hiring a classroom teacher. Many steps can be done concurrently.
2. Define committee compositions.
3. Define ranking and decision making votes.
4. Describe what to do if there is no Executive Director.

1.2. This procedure will be used when:

1. Hiring licensed teaching staff for .5 to 1.0 FTE positions. Procedure HR00010 will be used when hiring for licensed positions less than .5 FTE.
2. Hiring for the position of Head Teacher, regardless of FTE.
3. Procedure step #21 "Observation of Sample Lesson" in section 1.7 will only be required when school is in session. When school is not in session, observing candidates teach a sample lesson is not part of the required procedure process.

1.3. If there is no Executive Director on Staff:

If there is no Executive Director in place, then the ICP Board will assume the ED's responsibilities for hiring.

1.4. The Screening Committee:

The Screening Committee has 2 to 4 members: one or two members from the ICP Board, a licensed staff member (optional), and the Executive Director. In the event that an ICP Board member is not available to serve on the screening committee, the ICP Board may designate another individual to attend the screening. If there is no ICP Board member available, the ED will notify the ICP Board President. The ICP Board President will designate an individual to serve on the screening committee and notify the ICP Board.

The function of the Screening Committee is to create the long list and then reduce it to a short list of the most qualified candidates for the hiring committee, primarily through a phone interview. The Screening Committee also has the task of creating the questions for the phone and hiring day interviews.

1.5. The Hiring Committee:

The Hiring Committee is made up of up to seven (7) members: one ICP Board member, the Executive Director, Head Teacher or her/his licensed MCCA staff designee, and a maximum of 4 ICP Board, MCCA staff, parents, or members of the MCCA community. To ensure that there is ICP Board representation, in the event that an ICP Board member is unable to serve on the hiring committee, the ICP Board may choose to 1) have various ICP Board members observe the hiring process or 2) appoint a designee to serve on the hiring committee. The ICP Board President will be responsible for appointing a designee.

The Hiring Committee conducts the interviews of selected candidates and creates a ranked list to recommend to the ICP Board after closed session deliberation with all evaluation materials on hand. ICP Board Members may attend, but may not deliberate, unless the board member is also a member of the Hiring Committee.

1.6. Ranking and Decision Making:

Resume Screening – Executive Director

Creation of Long List – by consensus of Screening Committee based on qualifications and application packet review: 10 to 20 names.

Creation of Short List – by consensus of Screening Committee based on short phone interviews, solicited letters of reference, qualifications. Recommend the top candidates, unranked, to the Hiring Committee.

Ranking of Short List – Conducted in closed session. Hiring Committee will rank by consensus based on longer in-person interview as evaluated by writing sample, weighted Q & A Tool, practice lesson, and student input. Other staff members who have observed part(s) of the interview process may be invited by the Hiring Committee to provide input. Members of Screening Committee and Board, who are not members of the Hiring Committee, may observe, but not participate in, the deliberations. The community at large may not participate in the formal interview process.

Final decision to offer position to top-ranked candidate made by ICP Board -- Deliberations conducted in closed session with access to all candidate files and evaluation materials, followed by open session vote.

1.7. Consideration of In-house candidates

When there is an internal candidate from within MCCA for an open position of licensed teacher, our concern is to create the most equitable process possible given the fact that an in-house candidate is better known by more members of the community. Therefore, this section requires these additional steps be followed in addition to the regular process outlined in this procedure.

1. All candidates for licensed positions that are not currently certified staff at MCCS will complete the full hiring procedure described in section 1.7. Current certified staff can be re-assigned per applicable procedure.
2. Writing a letter of recommendation for any candidate renders one ineligible to serve on either the Screening or the Hiring Committees.
3. When the Hiring Committee is in its confidential deliberation process, the qualifications of all candidates for the position with an internal candidate will be discussed with equal thoroughness, regardless of where they fall in the initial ranking produced by the Hiring Committee. (In other words, everyone gets a full hearing.)
4. A higher level of circumspection will be observed regarding all comments about the position and/or candidates at every level of the process, in both confidential and non-confidential forums, such as ICP Board meetings, Screening Committee sessions, and Hiring Committee deliberations. The goal is to avoid influencing the process and/or outcome through unintentional advocacy or, conversely, opposition to any particular candidate.

1.7 Procedure:

#	Step	Who	Detail
1.	Make the decision to hire.	ICP Board	Review finance projections.
2.	Vote to initiate search	ICP Board	An official vote should be recorded in the minutes.
3.	Prepare job description	Executive Director	The job description should be reviewed and updated.
4.	Set schedule for hiring activities	Executive Director	
5.	Fill positions on Screening and Hiring Committees	ICP Board	Board members should serve on the screening and hiring committees or appoint a designee.
6.	Conduct committee orientations	Executive Director	10 minute meeting to discuss laws and method used for interviewing and confidential personnel files. (Or have committee members sign document detailing procedure, laws, and methods for interviewing.)
7.	Review interview questions (phone and formal)	Screening Committee or ICP Board	Edit list of questions with space for notes during interview process.

8.	Advertise	Executive Director	Write advertisement and post on relevant sites such as Edzapp, MCCS website, Craigslist.
9.	Correspond	Executive Director	Answer questions from applicants. Send materials and instructions to applicants.
10.	Initial screening of applicants for qualification	Executive Director	Remove obviously unqualified applicants. Forward list to Screening Committee
11.	Collate and distribute applicant materials to Screening Committee	Admin Asst or Screening Committee Volunteer	
12.	Creation of Long List	Screening Committee	Distills all qualified applicants by ranking and consensus into long list for phone interviews
13.	Notify candidates and coordinate phone interviews	Executive Director	
14.	Phone Interview "Long List"	Screening Committee	10 minute conference call for initial evaluation
15.	Create "Short List" of top candidates	Screening Committee	Top unranked, by consensus based on resume, phone interview, and references.
16.	Collate materials for Hiring Committee	ED or Screening Committee Volunteer	
17.	Notify candidates & setup interviews	ED or Screening Committee Volunteer	
18.	Prepare facilities and childcare	AA or Volunteer	Arrange supervision and snacks.
19.	Set up facilities for interviews	AA or Volunteer	Establish locations for receiving applicants, for interviews, and model lessons.
20.	Interview	Hiring Committee	Written questions, interview, teach lesson
21.	Observation of Sample Lesson	Hiring Committee, ICP Board Members, Kid Wrangler, Invited Staff	Staff invited by ED, Board members have option of attending. When school is not in session, observing candidates teach a sample lesson is not required.
22.	Gather student	Kid Wrangler	Appointed by Executive Director. Prep students before

	input		lessons and collect and relay student reactions to Hiring Committee during deliberations. Recommendation: Suggest that student groups are composed of a maximum of 3 consecutive grade levels for each sample lesson.
23.	Ranking of Short List.	Hiring Committee	Rank the candidates by consensus in a closed session. See above description of ranking. Board designee will facilitate and record.
24.	Present to ICP Board with recommendation	Hiring Committee	
25.	Vote to offer	ICP Board	Deliberations conducted in closed session; vote to offer in open session. Consensus required.
26.	Make Job offer	ED or ICP Board Member	This is fun as the dream goes from nothing, to paper, to people!
29.	Offer letter	ED	Offer letter should include salary, benefit package, schedule of days worked.
30.	Notify all unsuccessful applicants	ED or ICP Board Representative	
31.	Orient New Hire	ED and/or Head Teacher	