

ENTHEOS ACADEMY

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4106 HIRING PROCESS

Purpose

Entheos Academy recognizes the need for a policy governing the hiring of new employees.

Scope

This policy applies to all employees hired by Entheos Academy in a full-time, part-time, or temporary position, and any contract employees who will be working directly with students (excluding substitute teachers). Procurement policies will govern all other contract employees.

Policy

- I. The Entheos Academy School Board assigns hiring procedure implementation to Executive Director.
- II. The Executive Director may appoint a school director to implement portions of this procedure.
 - A. When hiring for the positions of Executive Director or School Director the Entheos Academy School Board will retain assignment for implementation of hiring procedure.
- III. The hiring of full-time and part-time positions individuals must adhere to the following process:
 - A. Disclosure of relationships with other employees of Entheos Academy or the Board of Directors.
 - B. Disclosure of previous suspension or revocation of licensure.
 - C. Disclosure of previous arrests or criminal charges.
 - D. Background check. All staff and administrators must have a current background check and verified clearance through Entheos Administrative Office.
 - E. 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.
 - F. Resumes must be received from all candidates prior to interviews. Resumes are recommended for all professional staff.

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- G. Charter and Vision documents must be provided to all applicants prior to interviews with adequate time given for applicants to thoroughly read through documents.
 - H. An interview is required after the previous items are completed by Executive Director or School Director.
 - 1. A board member will be invited to participate in the interview process.
 - 2. For positions of Executive Director or School Director an interview is required with the Entheos Academy School Board hiring committee as set forth in section IV.
 - I. 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.
 - J. A commitment to support the mission and vision of Entheos must be signed by all accepted candidates prior to board approval.
 - K. The candidate must be on a consent agenda on the next Entheos Academy School Board meeting following the accepted preliminary offer of employment along with the offer details intended contract and salary, or on the consent agenda of the board meeting prior to the start of the school year, if the individual will not begin work until the following school year
- IV. When hiring for the position of Executive Director or School Director, a recruiting committee will be formed to recommend candidates to the Entheos Academy School Board for hiring.
- A. The recruiting committee will consist of at least 1 board member and 2 current administrators. The committee may include other stakeholders as approved by the Entheos Academy School Board.
 - B. The hiring of Executive Director and School Director positions individuals must adhere to the same process as Section III A-G and:
 - 1. An interview is required after the previous items are completed by the recruiting committee.
 - 2. A temporary job offer may be made after a successful recruiting committee interview.
 - a) Candidate is to be informed that additional interviews by the school board may be required
 - C. All final job offers for positions must be approved by the Entheos Academy School Board.
 - D. The recruiting committee is dissolved upon the completed hiring of an Executive Director or School Director.