Community Learning Center Schools, Inc. CLCS Policy #: 0001

Effective Date: December 1, 2016 Revised: October 27, 2016

## **RECRUITMENT, SELECTION AND HIRING POLICY**

Purpose

Community Learning Center Schools, Inc. (CLCS) is committed to employing, in its best judgment, the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of CLCS to provide equal employment opportunity for employment to all applicants and employees.

Authorization from the Executive Director (ED) or designee is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment. Approval of the Chief Operations Officer (COO) or designee is also required to extend any offers of employment to a candidate.

Scope

This policy applies to all Boards of Directors, staff, learners, parents, community members and candidates.

Responsible Parties

CLCS Board of Directors, ACLC/Nea Governing Boards, Executive Director, Chief Operations Officer. Lead Facilitators, and Special Education Director

Policy Statement

CLCS’s hiring process is inclusive of all stakeholders in our community, including learners, parents, staff, and management. CLCS achieves a well-rounded review of candidates through the inclusion of these groups. “Personnel Committees” consisting of members of various groups, based on the type of position, shall be used.

CLCS will insure a rigorous process such that candidates have a clear understanding about job description, school model and philosophy, and fit the qualifications and expectations for the position.

CLCS shall hire all Certificated and Classified personnel in accordance with the Collective Bargaining Agreement (CBA) in place at the time of hire and any applicable Federal or California labor laws.

CLCS shall negotiate any type of agreement it desires with the Executive Director, Lead Facilitators and other, non-union administrative staff.

Procedures

*Recruitment*

1. New positions or changes to positions shall be reviewed and approved by the ED and Lead Facilitator. They will be instituted in accordance with the CLCS/NAU Collective Bargaining Agreement.
2. Job descriptions shall be developed or revised by the Lead Facilitator and approved by the ED and/or COO.
3. The responsible party shall post the position to various recruitment sites, including EdJoin. Recruitment/hiring Consultants may be used, as necessary, for Lead Facilitator and Executive Director positions upon approval of the CLCS Board of Directors.
4. The responsible party shall review all applicants and present qualified applicants to the Personnel Committee or CLCS Board of Directors for interview.

*Selection and Hiring of Full-Time Certificated and Classified Staff*

1. A Personnel Committee shall be formed by the Governing Board of the hiring school and will operate under the direction of the Lead Facilitator. To the extent possible, the Committee shall include the Lead Facilitator, as well as Special Education Director for SPED positions, and a minimum of one learner, one parent, and one facilitator. The Governing Board of the hiring school may also send a representative. To the extent possible, the Committee shall be no less than four members and no more than eight members with an attempt made to ensure equal proportional representation of learners, parents and facilitators.
2. The Personnel Committee shall interview candidates and complete the written evaluation form, provided by the Lead Facilitator or COO, for each candidate.
3. The Personnel Committee shall provide a list of ranked recommendations for review by the Lead Facilitator.
4. The Lead Facilitator and/or COO shall review letters of recommendation, credential status as appropriate, and shall contact references for candidates beginning with the first and working through the ranked list, as necessary, until the hire has been completed.

*Selection and Hiring of Part-Time Certificated and Classified Staff*

The Lead Facilitator and COO shall hire part-time certificated and classified staff.

*Selection and Hiring of a Lead Facilitator*

1. A CLCS Personnel Committee shall be formed by the ED and/or COO who will operate as CLCS Executive Search Coordinator(s). The Committee shall be composed of up to eight members ideally consisting of the Executive Director and a minimum of one parent, learner, facilitator, ACLC or Nea board member, and CLCS Board member. To the extent possible, a minimum of four committee members must be present for an interview to take place. The ACLC or Nea Governing Board may appoint the parent, learner, facilitator,
2. The Personnel Committee shall recommend a maximum of three unranked acceptable candidates to the ED. The ED shall review the Personnel Committee’s recommendations and make a recommendation to the CLCS Board for hiring. The hiring decision is referred to a closed session of the CLCS Board for final hiring determination.

*Selection and Hiring of the Executive Director*

1. A Personnel Committee shall be formed by the ED and/or COO. The Personnel Committee shall serve as the “Executive Search Coordinator(s)” under the direction of the ED and/or COO.
2. The “Executive Search Coordinator(s)” shall conduct a search for good candidates by having CLCS Board approved job announcements and job descriptions posted on EdJoin, charter school job boards, and other advertising mediums. The CLCS Board may also direct the Executive Search Coordinator(s) to employ an outside search consultant to find highly qualified candidates.
3. The CLCS Personnel Committee shall be composed of up to ten members consisting of parents, learners, facilitators, ACLC and Nea board members, and CLCS Board members.
4. The CLCS Personnel Committee shall recommend a maximum of three unranked, acceptable candidates to fill this position to the CLCS Board. The CLCS Board shall review and interview the CLCS Personnel Committee’s acceptable candidates at a special board meeting.
5. The CLCS Board shall receive any additional input from learners and facilitators. The Board will make a final determination on the ranking of candidates for hiring in closed session.
6. The CLCS Board President shall then make an offer to the top ranked candidate and negotiate a hiring agreement. If the CLCS Board President fails to reach an agreement to hire the top ranked candidate, the President shall then make an offer to the second ranked candidate and negotiate a hiring agreement. If that fails, the president will move on to the third acceptable candidate.
7. If the CLCS Board does not approve any of the candidates for hire, the established Personnel Committee may continue their search for new candidates to recommend. If after 2 attempts to provide an acceptable recommendation, no candidate is approved, the CLCS Board shall have the right to establish a new procedure to fill the position. In no case shall the 3 attempts take longer than 30 days unless extended by CLCS Board.