

Hiring

Certificated Staff

ACLCS and Nea "Personnel Committees" shall conduct certificated staff interviews for open positions under the direction of the Lead Facilitator. The Lead Facilitator shall conduct a search for good candidates by creating appropriate job descriptions and having them posted on EdJoin and other advertising mediums. "Personnel Committees" shall be formed at each school by the applicable Governing Board (ACLCS or Nea). A "Personnel Committee" shall be composed of 4-12 members consisting of the Lead Facilitator and a minimum of one learner, one parent and one facilitator. The Boards shall make the best effort to include Governing Board and community members on the Personnel Committee by having equal proportional representation of learners, parents and facilitators. The "Personnel Committee" shall insure a rigorous process such that candidates are clear on job description, school model and philosophy, and fit the qualifications and expectations of the position. "Personnel Committees" shall make a list of ranked recommendations to the Lead Facilitator and Executive Director. The Lead Facilitator shall review the "Personnel Committee's" recommendations, contact references, review background checks, and make a single recommendation to the Executive Director for hiring. If the Lead Facilitator and Executive Director agree, the hiring proceeds. If the Lead Facilitator and Executive Director disagree, the hiring decision will be referred to a closed session of CLCS Board for final hiring determination.

Classified Staff

Interviews for open classified positions shall be conducted under the direction of the Lead Facilitator. For full time positions the Lead facilitator shall use the school "Personnel Committee", but for part time positions the use of a committee is up to the discretion of the Lead Facilitator. The Lead Facilitator shall conduct a search for good candidates by creating appropriate job descriptions and having them posted on EdJoin and other advertising mediums. The Lead Facilitator shall insure a rigorous process such that candidates are clear on job description, school model and philosophy, and fit the qualifications and expectations of the position. The Lead Facilitator shall make recommendations to the Executive Director for hiring. If the Lead Facilitator and Executive Director agree, the hiring proceeds. If Lead Facilitator and Executive Director disagree, the hiring decision will be referred to a closed session of CLCS Board for final hiring determination.

Lead Facilitator

In the event of an opening for a "Lead Facilitator", a school "Personnel Committee" shall conduct interviews for the position under the direction of the Executive Director. The Executive Director shall create a job announcement and circulate it to CLCS Board members for comments. The job announcement shall be posted on EdJoin, charter school job boards, and other advertising mediums. (The CLCS Board may also direct the Executive Director to employ an outside search consultant to find good candidates.) The ACLC or Nea Governing Board shall appoint a representative to review the applications with the Executive Director to select a group of candidates to be interviewed. "Personnel Committees" for interviewing potential "Lead Facilitators" shall be formed at each school composed of 7-12 members consisting of the Executive Director and a minimum of one parent, learner, facilitator, ACLC or Nea board member, CLCS Board member, and community member. The ACLC or Nea Governing Board may choose up to five additional members. A minimum of four committee members must be present for an interview to take place. The ACLC or Nea Governing Board shall appoint the parent,

learner, facilitator, and ACLC or Nea board member. The Executive Director shall appoint the community member and the CLCS Board President shall appoint the CLCS Board member. "Personnel Committees" shall recommend a maximum of three unranked acceptable candidates to fill this position to the Executive Director. The Executive Director 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 CLCS Board for final hiring determination.

Executive Director

In the event of an opening for CLCS "Executive Director", a CLCS "Personnel Committee" shall conduct interviews for the position under the direction of the appointed CLCS "Executive Search Coordinator(s)." The "Executive Search Coordinator(s)" shall conduct a search for good candidates by having CLCS 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 good candidates.) A CLCS "Personnel Committee" for interviewing Executive Director candidates shall be created by the CLCS Board and be composed of 3-12 members consisting of parents, learners, facilitators, ACLC and Nea board members, CLCS Board members, and community members. CLCS "Personnel Committee" shall recommend a maximum of three unranked acceptable candidates to fill this position to the CLCS Board. The full CLCS Board shall review and interview the CLCS "Personnel Committee's" acceptable candidates at a special board meeting, take additional input from learners and facilitators, and make a final determination on the ranking of candidates for hiring. 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.

If none of the candidates recommended by the Personnel Committees established per above are approved by the approving body, 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.

Contracts

CLCS hires the Executive Director, Lead Facilitators, academic facilitators, resource specialists, counselors, and psychologists as salaried employees exempt from federal overtime laws.

CLCS shall negotiate any type of agreement it desires with the Executive Director and Lead Facilitators.

All academic facilitators, resource specialists, counselors, and psychologists shall be hired with "At Will Contracts" for up to their first three years of employment. Two years from their date of first employment, a facilitator in good standing may be considered for a "One Year Fixed Term Contract" to replace their "At Will Contract" for their third year of employment. Thereafter, they can be recommended by the Lead Facilitator to the Executive Director to receive a "One Year Fixed Term Contract" for future employment.

Existing salaried employees having "3-5 Year Fixed Term Contracts" can be recommended for one of the following options when their contracts expire:

1. CLCS "One Year Fixed Term Contract"
2. Non-Renewal. Non-renewal shall be reviewed by the CLCS Board to be finalized.

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The Lead Facilitator shall recommend to the Executive Director one of the two possible options above. The Executive Director shall approve or disapprove the recommendation (subject to additional requirements set forth below in "Dismissal and Non-Renewal of Contracts").

Dismissal and Non-Renewal of Contracts

The Lead Facilitator shall be able to recommend dismissal of any "At Will" employee under their supervision to the Executive Director at any time. If the Executive Director agrees, the Executive Director shall inform the employee of the dismissal. The Executive Director shall determine the exact date of termination and has the authority to command the employee to turn in their keys and school equipment and not return. If the Executive Director disagrees with the Lead Facilitator related to an immediate dismissal, the Lead Facilitator may appeal the decision to the closed session of the CLCS Board for resolution.

The Lead Facilitator shall make recommendations to the Executive Director for the renewal or non-renewal of all "Fixed Term Contracts" 75 days before they are set to expire. If a non-renewal recommendation is made, and if the Executive Director agrees, the non-renewal shall be reviewed by the CLCS Board to be finalized at a meeting. If upheld, the Executive Director will notify the employee in writing the intent of the Executive Director and the CLCS Board not to renew the contract by the date noted in the fixed term contract. There is no automatic renewal of fixed term contracts. Employees must be offered new contracts after old contracts expire for the employee to remain employed at CLCS.