

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF ADMINISTRATIVE PROCEDURES

Fiddlehead School's emergent curriculum approach to teaching and learning requires skills and experiences that are often outside the experience set of teachers whose primary work experience is in traditional classroom education. Those individuals fall under the provision of the Maine Charter School law that enables the hiring of those who "Have an advanced degree, professional certification or unique expertise or experience in the curricular area in which they teach." Faculty hired under this provision will follow the Performance Evaluation and Professional Growth (PEPG) process that all other faculty members follow in terms of assessment and evaluation. Such educators may, but will not be required to, pursue traditional certification.

These procedures are designed to establish a thorough, efficient, and non-discriminatory practice for recruiting and hiring the most qualified candidates for administrative, teaching and other staff positions.

1. Job Description Development/Review

To ensure that a written description of the position accurately represents the functions and needs, the Board of Directors will

- a. Review the job description of the position;
- b. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position;
- c. List the minimum & preferred qualifications (training, education, experience) for the position;
- d. Authorize the Executive Director to proceed with the full recruitment process described below or authorize a modified recruitment process (e.g., in the case of part time or contracted positions);
- e. Authorize the creation and general composition of the interview committee.

2. Recruitment

To attract a strong pool of qualified candidates, the Executive Director will

- a. Post notice of the position internally;
- b. Place advertisement in appropriate media and other online employment search websites.

3. Screening

To ensure a fair and efficient screening process, the Executive Director will

- a. Ensure that all applications are reviewed by a screening committee;
- b. Provide an orientation on confidentiality and equity issues to the screening committee;
- c. Screen candidates for minimum qualifications;
- d. Select candidates to be interviewed based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description.

4. Interview Process

To ensure the interview process will be conducted in a legal and proper manner, the Executive Director will

- a. Convene an interview committee with representation from staff, teachers, parents and the Board, as appropriate for the position;
- b. Provide orientation on the process including the function and extent of responsibility of the panel, the criteria and the nomination/hiring procedure;
- c. Conduct training to ensure the committee members are aware of the confidentiality and equity issues;
- d. Develop a rating grid for reviewing the candidates;
- e. Work with the interview committee to design interview questions that match the criteria and the duties/responsibilities outlined in the job description.

5. Interview and Selection

The Committee will

- a. Provide equal opportunity for the candidates to respond to the same questions/questioners;
- b. Individually assess the candidates according to their answers to the job description-related questions and rating grid and comments on each;
- c. Submit the rating grid and comments to the Executive Director with recommendations for finalists for further consideration.

The Executive Director will review the material on the final candidates to determine whether further information is needed.

The Committee will

- a. Conduct interviews with finalists;

- b. Select the most qualified candidate who fits the criteria and duties/responsibilities outlined in the job description or reopen the position and begin the process over.

The Executive Director will

- a. Conduct reference checks;
- b. Consult with the personnel committee chair/committee on final compensation/salary based on qualifications of candidate.

6. Nomination/Employment

The Executive Director will submit the recommendation with salary to the Board for approval

- a. To notify the successful candidate;
- b. To notify the other candidates who were interviewed.

7. Criminal History Records Check

Individuals hired to work at Fiddlehead School of Arts & Sciences must have fingerprints taken and complete the Maine Department of Education Criminal History Records Check prior to beginning work.

- a. Candidates for employment will be informed that a valid and current CHRC approval is required prior to the start of employment.
- b. All employment offers will be conditional on proof of CHRC approval prior to the start of employment.

ADOPTED: 02.22.2016

REVISED: 11.22.2016

REVISED: 10.17.2020