



EMPLOYEE HIRING POLICY

This policy was approved by the Governing Council on November 30, 2016.

Purpose

Mountain Phoenix Community School endeavors to hire highly qualified individuals to fill open positions and to contribute to the overall success of the school. This purpose of this policy is to communicate hiring expectations.

Scope

This policy applies to the hiring of full-time staff including Class Teachers, Special Subject Teachers, Educational Support Staff, and Operational Staff. This policy does not apply to the hiring of part-time teachers, assistants, and other staff.

Personnel Council

The Mountain Phoenix Governing Council charges a Personnel Council with the responsibility of overseeing and executing the hiring process for all employees. It is made up of Mountain Phoenix School Directors, support staff, teachers, human resource representatives, and Governing Council representatives. The role of the Personnel Council is to manage and monitor the recruit process and recommend candidates to fill openings for educational and operational positions by using selection procedures and job descriptions approved by the Governing Council.

Members of Personnel Council

- a. The Personnel Council is a standing Administrative Committee comprised of chair of the Educational Hiring Subcommittee, the chair of the Operational Hiring Subcommittee, Director of Education, Director of Operations, Human Resource liaison, and a Governing Council liaison.
- b. The Director of Education and Director of Operations serve as committee co-chairs.
- c. For each position being hired, one applicable Hiring Subcommittee member will serve as the liaison between the school and the candidates.

Term of Office of Personnel Council members

- a. The term of office for teachers, and other staff, and Governing Council liaison is a minimum of two years from July 1 - June 30.
- b. In the event of a vacancy, the chair will seek a replacement from the staff, or the faculty, as appropriate.
- c. Proxies are not allowed, that is, only the originally appointed members may serve.

Subcommittees

The composition the members on the Educational Hiring Subcommittee and the Operational Hiring Subcommittee and their terms shall be determined by the Personnel Council.

Standards for Hiring Positions:

- A. All candidates for a position go through the procedures outlined for that position.
- B. Resumes, records, notes, and documentation on each candidate are kept on file and reflect the same process for all candidates within a position.
- C. All members of the Personnel Council and Hiring teams sign a confidentiality agreement and maintain confidentiality regarding applicants and deliberations.

- D. Mountain Phoenix and all applicable committees and persons involved in the hiring process for the school shall adhere to Jeffco, State and Federal standards regarding non-discriminatory hiring practices.

Teacher Qualifications

An integral component of Mountain Phoenix's success is its ability to selectively hire its teachers. The school will operate differently from other schools, with a unique curriculum for which having the proper teachers is essential. Therefore, Mountain Phoenix will develop its own at-will employment offer and terms and conditions of employment.

Teachers shall be qualified to teach at Mountain Phoenix, subject to approval by the Mountain Phoenix Governing Council, provided that they are recommended by the Personnel Council and have met the following requirements, unless otherwise approved by the Governing Council:

- a. Hold a Bachelor's Degree or higher.
- b. Preferably, be fully licensed with either a valid teacher's license (in state or out of state) AND/OR have a valid Waldorf Teaching Certificate for the level at which they will teach.
- c. For K-8 teachers, be highly-qualified as determined by Jefferson County School District in the state of Colorado.
- d. Early Childhood teachers must be ECT Lead Teacher qualified.
- e. For special subject teachers, have expertise and preferably Waldorf training in their area of teaching.

Personnel Requisitions

The Personnel Requisition Form must be completed to fill all new positions at Mountain Phoenix. Requisitions must be initiated by the Director of Education or Director of Operations, approved by the Governing Council. See Appendix A: Personnel Requisition Form.

Job Postings

All job openings are posted on the school website and employee/parent newsletters. Jobs will remain posted until the position is filled. Job postings are updated as needed.

Positions are advertised externally based on need and budget requirements. The Personnel Council is responsible for placing all recruitment advertising on Jeffco, Waldorf, and Colorado League of Charter Schools job boards; and others as needed.

HISTORY

LEGAL REF

22-32-109(1)(f), C.R.S. Local board duties concerning selection of staff and pay (*Automatic State Waiver*)

22-32-110(1)(ee), C.R.S. Local board powers-Employ teachers' aides and other non-certificated personnel (*Automatic State Waiver*)

22-32-126, C.R.S. Employment and authority of principals (*Automatic State Waiver*)

Original: approved by the Governing Council on November 30, 2016.

Appendix A: Personnel Requisition Form

Part I

Personnel Requisition Form

New positions must be reviewed and approved before the position can be posted. This form will assist the school director in explaining why it is necessary to fill the position. To post a job opening, the hiring school director must (1) complete this form, (2) attach an updated job description, (3) obtain the necessary signatures, (4) return the completed form and job description to the Governing Council President. Part II must be completed for ALL Personnel Requisition Requests.

Date of Request _____ Date New Hire Needed _____

Job Title _____ Circle one: Educational or Operational Staff

Number of Months to be Worked per Year 10 11 12 Other: _____

Classification: Full-time Part-time Temporary Other: _____

Is this position allocated in the current budget? yes no
Is this position the result of a section reorganization? yes no

Proposed Salary Range _____

What other expenses will be associated with the position that is not already included in your department budget? (e.g. space, travel expenses, furniture, computer)

Approvals:

1) _____

(Co-Chair) Director of Education or Director of Operation

on behalf of the Personnel Council Date

2) _____

Governing Council Treasurer Date

3.) _____

Governing Council President Date

Return to the Human Resource Representative
Part II (complete Part I first)

Date received by HR _____

| |
|------------------|
| Decision |
| ___ Approved |
| ___ Not Approved |
| ___ On Hold |

Position Request Worksheet

All new positions require a review by the Governing Council before the position can be posted. The appropriate School Director must do the following, (1) complete Part I and Part II of this form, (2) attach a job description, (3) attach other required documentation as requested in Part II, (4) obtain the necessary signatures in Part I, (5) return all materials to the Governing Council President.

Please outline why this new position is necessary.

To complete the Personnel Requisition process, please address the following items and attach your response to the Personnel Requisition Form:

1. How the position is mission critical for the program (delivery of program; health of the program eg. Enrollment trends; external comparisons; licensing impact; and fit with the school's future vision).
2. How the position addressed one or more of the school's priorities (Increase enrollment and revenue; enhance educational success, build operational integrity).
3. Whether the responsibilities outlined for this position could be incorporated into an already existing position.