

Dixon Montessori Charter School

Hiring Policy

Employment Process

- A.** The Executive Director/designee will recruit and select qualified and suitable candidates for position vacancies, and ensure compliance with Federal, State and local laws, policies, and procedures concerning employment.

- B.**
 - 1. The Executive Director/designee has the authority to offer employment.

 - 2. The School will recruit and select qualified applicants available, without discrimination as to age, sex, race, color, religious belief, marital status, national origin, disability, or any other protected class.

 - 3. The School will promote and transfer employees whenever possible so as to enable employees to develop and grow. Employees may apply for posted positions.

 - 4. The objective of Dixon Montessori's Employment Process is to attract and retain highly qualified and committed employees. The Executive Director will coordinate: recruitment, screening, orientation of candidates for employment, maintenance of an accurate application, and resume data bank.

- C.** The following procedures are part of the Employment Process at Dixon Montessori.
 - 1. Applicants must submit a completed application, resume and minimum of three (3) references.

 - 2. The Executive Director/designee will serve as the central repository for all applications and resumes.

 - 3. All requests for employment applications and employment information must be directed to the Executive Director/designee.

 - 4. The Executive Director/designee will draft the posting for open positions.

 - 5. The Executive Assistant shall post vacant positions internally prior to posting any such positions externally.

 - 6. The Executive Assistant will assist the Executive Director/designee with the applications/resumes on file to determine if it is necessary to initiate the external recruitment process.

7. Internal and external applicants will be interviewed by the Dixon Montessori Interview Team. The composition of this team is to be determined by the Executive Director. The team will not exceed six (6) members. The Executive Director will be present at all interviews. Interviews that are conducted by a group process may include up to three (3) staff members, a member of the DMCS governing board, a parent representative and a student representative. It will be the responsibility of the Executive Director to select the members of the hiring team and decide the format of the interview.
 8. The Executive Director/designee shall screen the information submitted by the applicants to determine which candidates possess the skills, knowledge and abilities, required and preferred qualifications necessary, based on criteria from the Job Description, to make them eligible for an interview.
 9. The Executive Director will establish that a potential hire has a minimum of three (3) satisfactory references prior to an offer of employment.
- D.**
1. The Executive Director shall review the applications/resumes and select applicants to interview. The interview format will include a group interview and a minimum of two school representatives will always sit on the interview panel.
 2. When a teaching vacancy occurs, the interview team will include two (2) members of the academic faculty when possible. The interview shall be scheduled and an interview question guide shall be prepared.
 3. Interview guides containing the same job-related questions to be asked of each applicant shall be utilized by the School to avoid the possibility of disparate treatment of applicants.
 4. The Executive Director shall conduct interviews according to the preferred interview format. The following shall be given to each candidate at the final interview:
 - Job Description
 - Salary Schedule
 - Certificated Handbook
 5. Each finalist shall also sign and complete an application, which allows the School to conduct additional background checks. This form must be completed prior to the interview and left with the Executive Director/Designee.
 6. The Executive Director shall select from the “finalist pool” the best candidate for the position after completing the appropriate reference checks.

7. The Executive Director/designee shall contact the finalist and offer the position. Upon acceptance of the position, the Executive Assistant shall be notified so that he/she may prepare the new hire packet.
- E.** Once the finalist has accepted the position, the Executive Assistant shall return the following to a secure administrative file.
1. Resumes/Applications for all finalists
 2. All interview questions guides
 3. Reference forms
- F.** New employees may not report for the first day of employment until all necessary paperwork, including documentation of a cleared criminal background check and tuberculosis test as indicated below, is completed with the Executive Assistant.
- G.** The official hire date for employment shall be determined by the Executive Director/designee and is dependent upon the submittal of all required paperwork by the employee.
- H.** As a condition of employment, each employee working with minors must receive a complete background check clearance prior to employment and must provide proof that they do not have tuberculosis.

Equal Opportunity Employer

- A.**
1. The School will strive to create an environment, which supports its policy of Equal Employment from a moral, social, and legal point of view.
 2. In support of this policy, the Executive Director will ensure that:
 - a. DMCS recruits, hires, trains, and promotes persons in all job classifications without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, or veteran status;
 - b. DMCS considers the principle of equal employment opportunities by imposing only those requirements for advancement which are job related;
 - c. Personnel actions in all areas, including compensation, benefits, promotions, transfers, demotions, layoffs or terminations, returns from layoffs, training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, or veteran status;
 - d. Working environments are free of any form of harassment or intimidation.
- B.** It requires a maximum of cooperation between all employees in the School to carry out this policy successfully.

1. Management will lead this effort by effectively establishing and implementing procedures and practices resulting in equitable employment opportunities for all employees.
 2. All employees are expected to participate in activities leading to this equal opportunity.
 3. The School will make reasonable accommodations to enable the disabled to function as employees within the School environment including, but not limited to, such actions as provisions of telephone amplifiers for the hearing impaired, providing access to wheelchair users, and making accommodations, where possible, for those with trained animal assistance for sight, hearing, and other physical needs.
- C.** Responsibility for establishing and monitoring procedures to ensure compliance and continued implementation of this policy is assigned to the Executive Director. The Executive Director is also responsible for implementing and auditing the reporting system which will keep management informed of the status of this program.
- D.** DMCS expects all employees to be thoroughly familiar with this policy and to be active and responsible agents of the School in ensuring the implementation of this policy.

New Hire Documentation

- A.** DMCS requires the completion and return of all legally required documents prior to the commencement of employment. All candidates hired will meet qualifications stated within the job description and provide the best student environment.
- B.**
1. No prospective employee may begin work without confirmation by the Executive Director that all required documentation has been provided and is satisfactory.
 2. All employees shall submit to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis. This examination shall consist of an approved intradermal tuberculin test.
 3. All employees must be cleared through the Department of Justice with live scan finger print clearance.

Employee Renewal

- A.** It is imperative that DMCS plan conservatively in order to meet each year's budget constraints. In order to practice sound fiscal planning it is necessary to review the employment of teachers for each subsequent school year.
- B.** The employment offered will be based on the needs of the school. Consequently, DMCS shall provide teachers notice regarding any change in their level of employment for the following school year.
- C.** The Executive Director/designee will send a letter prior to the end of June informing each teacher when there is an expected change in their employment.

Outside Employment

- A.**
 - 1. Employees shall not engage in any outside employment, activity or enterprise for compensation, which is inconsistent, incompatible, or in conflict with his/her duties with DMCS.
 - 2. Examples include, but are not limited to:
 - a) Use of School time, facilities, equipment, supplies, prestige or influence in a manner clearly for private gain or advantage.
 - b) Receipt or acceptance of money or other consideration from other than the School for an activity which employee is expected to render in the regular course or hours of his/her employment with the School, i.e., student instruction.
 - c) Any activity which results in the employee's service to the School being less than satisfactory.
- B.** Employees shall inform the Executive Director/designee of his/her intent to engage in any outside activity or employment. The Executive Director/designee shall advise employees in writing regarding the appropriateness of any such outside activity.
- C.**
 - 1. Employees shall not obligate themselves to accept responsibilities for activities prior to the end of the required workday.
 - 2. When an employee cannot avoid obligating themselves to accept responsibilities for activities prior to the end of the required workday (e.g., enrollment in a college class not offered at any other time), the Executive Director/designee may approve an exception for compelling reasons.