



Faculty and Staff Hiring Procedures

1. Applicant submits Part I of application.
2. Applicants are notified by mail if their application will not be given further consideration, OR the Administrator continues with the process.
3. References are contacted.
4. Part II of the application is sent to the applicant along with a Parent/Student Handbook.
5. If Part II is satisfactory, applicant is interviewed by the Administrator. Prior to the interview, applicants must have attended an Informational Meeting as well as read *Character Driven College Preparation*.
6. If interview is satisfactory, applicant proceeds to a Board interview where he/she discusses terms of employment.
7. If Board approves, a formal agreement is issued and returned within ten business days to become valid.

Through this process, final authority for hiring is vested in the Board upon recommendation of the Administrator.

CONTENTS OF PART I APPLICATION

- ◆ Cover page
- ◆ Job Description
- ◆ Application, Part I
- ◆ Application Certification & Agreement
- ◆ Authorization to Release Reference Information
- ◆ Brochure

CONTENTS OF PART II APPLICATION

- ◆ Cover Letter
- ◆ Salary Schedule
- ◆ Application, Part II
- ◆ Declaration of Moral Integrity
- ◆ Application for Criminal Background Check