

SHERIDAN JAPANESE SCHOOL FOUNDATION
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POLICY NUMBER SJS3022: STAFFING AND HIRING

Objective: To define the procedures for staffing and hiring at the Sheridan Japanese School.

Policy: The purpose of this Policy is to establish consistent procedures for the recruitment and selection of candidates for positions at the Sheridan Japanese School. The Board of Directors of The Sheridan Japanese School Foundation (SJSF) recognizes its legal responsibilities to ensure and establish adequate levels of staffing, salaries/rates, qualifications of candidates, and the candidate selection process.

Applicability

This Policy applies to all paid, non-temporary positions at the Sheridan Japanese School.

Authority

The Sheridan Japanese School Foundation Board of Directors has the sole authority and responsibility to create new/additional staff positions, establish salaries, and approve candidates for hire.

Staffing and Hiring Guidelines

The hiring procedures outlined below must be followed in order to appoint candidates to any position at the Sheridan Japanese School. The primary goal in the employment process is to fill vacancies with the most qualified candidates available, who will work well with the Sheridan Japanese School team. In this pursuit, The Sheridan Japanese School Foundation will adhere to the principles of Equal Employment Opportunity.

The SJSF provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel Policy and procedure, and maintains compliance with applicable laws and regulations.

No person is to be discriminated against because of race, color, creed, religion, gender, national origin, disability, armed services veteran status, or age with respect to terms, conditions, and privileges of employment including hiring, discipline, training, placement, development, promotion, transfer, compensation, benefits, educational assistance, RIF, social and recreation programs, employee facilities, termination, and retirement.

To assure careful selection and orientation of new staff into the SJS community, the Board of Directors promotes a collaborative process to facilitate the hiring of all school personnel.

All non-instructional, instructional, and administrative staff are encouraged to participate in and obtain certification or ongoing professional development related to their areas of responsibility, in accordance with state and federal regulations.

- 1) The first step in the hiring process is notice to the Board of Directors of a position opening.
- 2) Recommendations to create a new position must be submitted to the Board and approved prior to the start of the search for an employee to fill the position.

This recommendation will include

- Rationale, needs assessment

- Required qualifications and selection criteria
- Job description
- Proposed salary range/rates, determined by the required position qualifications and established salary range
- Job posting/advertisement

3) A file of current job posting ads will be maintained and will include narrative versions for internet/website use, and abbreviated versions for print advertising.

Job postings will include:

- Position title with requirements of 'Highly Qualified'
- Salary range if known
- Brief description of duties
- Minimum qualifications
- Name and address for submitting applications
- Last day for filing applications
- EEO statement

And require applicants to provide:

- Letter of interest
- Copies of certification, as applicable
- Resume
- Three references
- Transcripts, as applicable
- TSPC issued license

4) A job posting (ad) for open positions will be published:

a) Internally

- * Notice by email of an open position to all current staff
- * Posting on school website

b) Externally

- * Internet
- * Print publications such as the News-Register, Statesman Journal, etc.

5) A file folder for each open position will be created and contain:

- * Job description
- * Job posting
- * Resumes, cover letters, certifications of Highly Qualified candidates

6) A file of submitted resumes for various positions will be maintained and rotated out on an annual basis.

7) Current staff and recommendations of candidates by current staff will be given consideration.

Screening/Interviews/Selection

1) Resumes will be screened and reviewed, and candidates will be interviewed and selected by the appropriate interview team members based on the following criteria:

a) Selection process of the Executive Director will be made by the entire Board based on criteria developed through a public, collaborative process.

b) Selection of teaching or office staff will be made using a collaborative process involving the Executive Director and representatives of the Board, and possibly 1-2 student council representatives who will be returning to the SJS the following year and/or 1-2 parent representatives.

2) Questions will be devised which are not biased against gender, race, religion, sexual orientation, disability, familial status, color, citizenship status, national origin, creed, veteran status, or any other factor protected by law; the same questions for a position will be used for selection of all candidates for that position.

3) Resumes will be screened for Highly Qualified status and minimum entrance requirements.

4) Candidates will be selected; interviews will be scheduled, and candidates will be interviewed. A letter will be sent to all applicants not selected for an interview. Candidates will be asked to sign a letter granting permission for a background check. If time permits, final candidates will be asked to demonstrate teaching in the classroom setting.

5) Reference checks will be performed; a set of questions will be developed and used consistently when checking references.

6) Candidates will be selected for final (second) interviews if needed.

7) Applicants will be ranked and the staffing committee will make a recommendation based on those rankings and the recommendation of the parent and student council representatives. These recommendations will be made to the Board.

8) Final candidates will be asked to complete pre-employment requirements. Pre-employment requirements will include a drug test, paid for by the SJSF, as well as fingerprinting which will be paid for by the applicant.

Selection

1) Selected candidates will be recommended to the Board for final approval.

2) Candidates not selected will be sent letters as soon as the position is filled.

3) Upon verbal acceptance of the conditional offer of employment, a written offer of employment will be sent to the candidate and will include

- * Job title
- * Salary
- * Hours
- * Benefit eligibility
- * Employment at will
- * Start date

Personnel File

1) The following information will be collected for a Personnel File on each individual employee. A paperwork checklist will be included inside the front cover. This confidential file will include

- Resume
- Undergrad and graduate transcripts
- Two letters of recommendation
- Letter of Intent
- TSPC issued license for all teaching staff
- ORELA test results and/or PRAXIS and/or qualifying tests
- Offer letter, signed by individual
- Job description
- Employee Handbook confirmation
- Payroll deduction forms
- Emergency contact information
- Copies of certification
- PDUs and plan for PDUs
- ODL
- Social Security card copy
- Oregon State Background Check/Fingerprinting law

2) By the end of the first week of employment, the employee must have met with the Foundation Board's personnel representative. The employee will also receive a copy of the job description.

The employee will be required to submit the following documentation:

- TSPC teaching codes on license will match the courses offered by the staff member
- Employee will have Office Manager fill out Highly Qualified determination worksheet for elementary, middle, and high school
- Employee Handbook confirmation
- Emergency contact information
- W-4 or W-4A tax withholding form
- I-9 employment eligibility form
- PERS forms
- Basic and optional life insurance enrollment form or waiver
- Health insurance enrollment form or waiver
- Workman's compensation notification
- Any benefit waivers
- Payroll automatic deposit forms (optional)

Exit Interviews

Whenever possible, in cases of voluntary terminations, SJSF or the School Executive Director shall interview the departing employee on or just prior to his/her last day of work. This interview will serve to ascertain the employee's forwarding address, to sign off on retirement and/or insurance conversions, and to obtain further details on the employee's reasons for leaving. A written letter explaining the reasons for voluntary termination must be submitted to the SJSF Board. This letter shall be placed in the employee's personnel file.

POLICY NUMBER SJS5033: STUDENT/PARENT COMPLAINTS

Objective: To define the process for student/parent complaints at the Sheridan Japanese School.

Policy: A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher in a civilized manner. If the outcome is not satisfactory, a conference with the Executive Director can be requested within five calendar days. The decisions of the Executive Director are final.

Discrimination on the Basis of Gender Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender should contact the Executive Director.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the Sheridan School District's Special Education Director.

Students with Sexual Harassment Complaints

Sexual harassment by charter school staff, students, charter Board members, school volunteers, parents, school visitors, service contractors, or others engaged in charter school business is strictly prohibited. For purposes of this section, charter school includes charter school facilities, charter school premises, and non-charter school property if the student or employee is at any charter school-sponsored, charter school-approved, or charter school-related activity or function, such as field trips or athletic events where students are under the control of the school, or where the employee is engaged in school business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The SJSF Board and The Executive Director Executive Director have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the Executive Director. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The Executive Director or official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing within ten working days. The Executive Director conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

Step III: If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the SJSF Board. Such appeal must be filed within 10 working days after receipt of the Step II decision. The SJSF Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The SJSF Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step IV: If the complaint is not satisfactorily settled at the SJSF Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building director, compliance officer, or superintendent.

Changes to the above procedure may be made if the Executive Director is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by these policies should contact the Executive Director, or, if the complaint is about the Executive Director, the Board Chair should be contacted.