Hiring Procedure for Crosslake Community School

I. **Purpose:**
The purpose of Hiring Procedure is to provide clarity on hiring protocols for Crosslake Community School (CCS).

II. **General Statement of Procedure**
   A. CCS provides equal employment opportunity for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.
   a. The Director will bring a recommendation to the Board of Education (Board) regarding the need for additional staff not included in the current approved budget. Job descriptions for new positions must also be presented to the Board for approval.
   b. When staff members leave the school or move to another position within the school, the Director may post and hire the vacant position without prior Board approval (provided the position is included in the approved budget). The Director will inform the Board of this action at the next Board meeting.
   c. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
   d. Positions will be posted internally via email before being posted externally. In the event that a current employee is being promoted to a new position, the position does not have to be posted.
   e. Current staff are welcome to submit and email a letter of interest to hiring@crosslakekids.org. Current staff are not guaranteed the posted position. All staff assignments are made with the best interest of the entire school in mind.
   f. Internal candidates will be considered before external candidates are considered. When an internal candidate meets the required qualifications, interviewing them is optional unless there is more than one qualified internal candidate. Both Directors should be informed, consulted, and in agreement before an employment offer is extended to an internal candidate.
   g. For external posting, the Director or Administrative Assistant will post position openings in a minimum of two locations including, but not limited to the Crosslake Community Schools' website, EdPost service available through St. Cloud State University, the Minnesota Association of Charter Schools, Indeed.com, and in the local newspapers as needed. Positions will be active for a minimum of ten (10) business days or until a position is filled, whichever is longer.
   h. Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located in which case an out-of-field permission may be able to be applied for, if one is required.
   i. Qualified applicants will be required to provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
   B. Create an Interview Team of at least one Administrator and at least two (2) other staff members who are closely related to the posted position. The Paul Bunyan Education Cooperative may be included in Special Education Teacher interviews.
   a. Reviewing applications: The team will review all submitted applications and decide who they would like to interview for the position. The Business Manager will monitor the hiring@crosslakekids.org email address.
   b. All candidates who will be interviewed will receive a phone call and/or email about interview dates and times.
   c. Call for interview - the Human Resources/Business Manager or Director will schedule interviews based on the schedule determined by the Interview team.The Team will interview candidates. The Team will determine who will check references and make the phone calls.
   d. All interview questions must be predetermined and each candidate will have identical questions.
   e. The Team will determine who calls and informs the applicants of the outcome from the interviews.
   C. Job offering
   a. Before a job is offered, check with the Human Resources/Business Manager for the rate of pay - when determining the rate of pay, no more than three (3) years experience will be given unless pre-approved

by the Board. If a current staff member is moving to a new position, the staff member must be moved to the pay scale that is associated with that position.

    b.   When offering a position, the Human Resources/Business Manage will provide an offer letter that states that the applicant will be offered the position once a background check is completed.

    c.   Submit all interview documents and the rate of pay that was offered to the Human Resources/Business Manager.

    d.   Human Resources/Business Manager emails employment paperwork to the new employee.

    e.   Once the background check is cleared, the Human Resources/Business Manager begins the hiring process.

    f.   The Human Resources/Business Manager will notify the Executive Assistant of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.

D.   Legal References::
- a. Policy 401 - Equal Employment Opportunity
- b. Policy 402 - Disability Nondiscrimination
- c. Policy 404 - Employment Background Checks
- d. Policy 405 - Veterans Preference - Hiring
- e. Policy 445 - Nepotism

E.   Onboarding Process:
- a. Create Contract, Employment Agreement - Human Resources/Business Manager
- b. Enter staff into HRConnection and JMC - Human Resources/Business Manager
- c. Complete Technology Onboarding Checklist - Technology Coordinator and Human Resources/Business Manager.
- d. Introduction email to all staff - Human Resources/Business Manager
- e. Create a Fob for building staff - Administrative Assistant
- f. Create a mailbox - Administrative Assistant
- g. Phone training - Human Resources/Business Manager and Technology Coordinator (google voice training and set up as needed)
- h. JMC Training - Executive Assistant/Lead Teacher
- i. Time Clock -Human Resources/Business Manager
- j. Badges - Human Resources/Business Manager
- k. School Tour - Human Resources/Business Manager
- l. Staff Parking - Human Resources/Business Manager

F.   The Hiring Procedure applies to all areas of employment excluding Director hires which will be made by the Board of Education.

The Hiring Procedure is also found in the Staff Handbook