

I. **Purpose:**

The purpose of this policy is to provide clarity on hiring protocols for Crosslake Community School (CCS).

II. **General Statement of Policy**

- A. It is CCS's policy to provide 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 or the replacement of a staff member who has left the school. Job descriptions for new positions must also be presented to the Board for approval.
 - b. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
 - c. Positions will be posted internally for five (5) days before being posted externally.
 - d. Current staff are welcome to submit and email a letter of interest to [hiring@crosslakekids.org](mailto: 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.
 - e. Internal candidates will be considered and interviewed before external candidates are considered.
 - f. For external posting, the Director will post position openings in a minimum of two locations including, but not limited to the Crosslake Community School's website, EdPost service available through St. Cloud State University, 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.
 - g. 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.
 - h. Qualified applicants will be required to fill out an Employment Application as well as 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.
 - 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 Administrative Assistant will call and 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 Office 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, make sure you state you 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 Office Manager.
 - d. Office Manager emails employment paperwork to the new employee.
 - e. Once the background check is cleared, the Office Manager creates an agreement and begins the hiring process.

- f. The Office Manager will notify the Administrative 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. The Crosslake Community School Board adheres to the following policies when a hiring occurs;
 - a. Policy 401 - Equal Employment Opportunity
 - b. Policy 402 - Disability Nondiscrimination
 - c. Policy 404 - Employment Background Checks
 - d. Policy 405 - Veterans Preference - Hiring
- E. Process Once Hired
 - a. Create Contract, wage agreement - Office Manager
 - b. Enter staff into Ease Central and JMC - Office Manager
 - c. Create Email address - Technology Coordinator
 - d. Introduction email to all staff - Office Manager
 - e. Create a Fob for K8 staff - Office Manager
 - f. Create A mailbox - Administrative Assistant
 - g. Phone training - Office Manager and Technology Coordinator (google voice training and set up as needed)
 - h. JMC Training - Office Manager/Lead Teacher
 - i. Time Clock - Office Manager
 - j. Badges - Office Manager
 - k. School Tour - Office Manager
 - l. Staff Parking - Office Manager
- F. This policy applies to all areas of employment