

Gardner Valley School
Staff Recruiting and Hiring

Gardner Valley Charter School desires to develop and maintain a recruitment program designed to attract and retain the best possible personnel, including educators and support staff who meet the applicable state requirements.

It is the responsibility of the Head of School to determine the personnel needs of the school and to recruit and hire the best possible candidates for employment.

Head of school has the flexibility to move existing staff into open positions for which they are qualified without the need of an interview process.

1. Background Checks:

- a. Prior to hiring any person, in accordance with state law, the school shall conduct background checks in accordance with C.R.S. 22-30.5-110.5 and 110.7 and previous employers regarding the applicant's fitness for employment.
- b. All references and licenses will be checked before final employment.

2. Non-Discrimination:

- a. There shall be no discrimination in the hiring process on the basis of race, color, creed, age, sex, religion, ethnicity, genetic information, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law.
- b. All candidates shall be considered on the basis of their merits, qualifications and the needs of the School. Recruitment selections will give preference to candidates who meet the "in-field" qualifications prescribed by the Colorado Department of Education, although the hiring decision-maker may also consider other factors when making employment decisions.

3. Candidate Privacy:

- a. Applications and resumes may only be shared with members of the hiring team.
- b. To the extent maintained by the School after the hiring process is completed, paper screening forms, interview questions, interview note-taking sheets, and correspondence to candidates will be collected and destroyed, unless otherwise required by law to be retained. Resumes, reference check form, certificate of teaching license, and other credentials will be collected and kept in a confidential file after hire of the finalist.

Head of School Hiring Process

1. Application Procedures:

- a. All openings will be posted on Indeed, the school's website, social media, other applicable websites, and a newspaper.

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- b. All applicants must apply online, or via email to the head of the search committee.
- c. The School Board may appoint a search committee, which shall establish job search goals, including the writing of the job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame for appointing the Head of School at an open, public meeting.

2. All applicants should submit:

- a. Cover letter stating why candidate wants the position and what qualifies him/her for this position. Please explain how you, as the Head of School, will support the school's goals and objectives. Understand that the Head of School will not function as a traditional District school principal, but rather will be responsible for a wider range of tasks and act as the school's chief executive officer.
- b. Resume
- c. Copy of any educational licenses, if applicable.
- d. Copy of Transcripts from all colleges or universities.
- e. Three current letters of recommendation
- f. Any other information required by the job posting

3. Screening interview prior to live interview:

- a. A member of the hiring team will contact the applicant and schedule Zoom/Google Meet screening interview.
- b. 30-45 minute screening interview with the hiring team.
- c. References will be checked prior to this interview.
- d. Hiring team representative will notify the candidate if a live interview will be scheduled or not. Background check will be completed before live interview.

4. Live interview with School Board and hiring team:

- a. Complete interview with the School Board and hiring team. Pre-finalist interviews and discussion of the applicant's materials may occur in executive session, as permitted by state law.
- b. Applicant will answer a list of prepared questions and other questions as they arise in the interview process to clarify answers from the candidate. Each candidate will be asked the same questions.
- c. Applicant has the opportunity to ask questions regarding the position and the community.

5. Post-Interview:

- a. After all of the interviews, the School Board will review notes on each candidate, and as a group will list strengths, non-strengths, and list any other questions for the candidate. All members of the School Board will share their input. Pre-finalist discussion of the applicants may occur in executive session, as permitted by state law. Upon completion of the pre-finalist process, and once any additional questions have been answered, the

School Board will vote on and announce a list of one or more finalists for the position in a noticed meeting open to the public in compliance with the Colorado Open Meetings Law. A candidate may not begin employment until at least 14 days after finalist(s) are announced.

- b. All Applicants interviewed will be contacted with the outcome of the interview whether they are named as a finalist or not.
- c. If more than one finalist is announced, and the Board holds a forum open to the public to conduct interviews with each of the finalists, then negotiations concerning the terms of an employment contract with one or more finalists for the position of chief executive officer may occur in executive session and the Board may instruct personnel and representatives to begin contract negotiations with one or more candidates in executive session, including the necessary process to prioritize, for the purposes of negotiations, one or more finalists after public forums have been completed.
- d. Prioritizing among the finalists and beginning negotiations with one or more of the finalists shall not constitute formal action or adoption by the Board. Such formal action occurs only when the Board comes into public session and casts votes on its preferred next Head of School. No formal adoption is deemed to have taken place until a public vote has occurred.

Staff Hiring Process

1. Application Procedures:

- a. All openings will be posted, at a minimum, on Indeed, the school's website, social media, and a newspaper.
- b. All applicants must apply online, or via email to the Head of School.

2. All applicants should submit:

- a. Cover Letter stating why candidate wants the position and what qualifies him/her for this position
- b. Resume
- c. Copy of Colorado Teaching license or any other credentials possessed by the candidate, if any.
- d. Copy of Transcripts from all secondary and post-secondary education completed to the extent required for the position.
- e. Preschool teacher applicants will submit any required licenses or credentials for the position.
- f. Special Education Teachers will provide requisite state license and endorsement.
- g. Proof of educational background and relevant experience fitting the position for which they are applying.
- h. Three current references.

3. Head of School will notify the candidate if a live interview will be scheduled or not.
4. Live interview with hiring team:
 - a. Complete interview with the hiring team. Hiring team consists of: Head of School, staff members, GVS board member, parent and or community member (must be an odd number of participants)
 - b. Applicant will answer a list of prepared questions and other questions as they arise in the interview process to clarify answers from the candidate. Each candidate will be asked the same questions.
 - c. Applicant has the opportunity to ask questions regarding the position and the community.
5. Post interview:
 - a. Head of School will listen to all input from the hiring team and will make the final selection of which candidate to bring before the School Board for approval.
 - b. References will be checked after the interview, prior to School Board approval.
 - c. Head of School will offer the job to the selected candidate pending a background check and School Board approval.
 - d. Head of School will notify selected candidate as soon as possible after School Board approval.
 - e. Head of School will notify candidates interviewed, but not selected by phone or in writing.
 - f. Board approved candidate will sign a contract, and complete hiring paperwork, including payroll documentation, complete Health/Dental/Vision insurance information (for full time employees) with School Secretary/Bookkeeper.

Addendum in accordance to updates to Equal Pay for Equal Work Act 2023

1. Equal Pay for Equal Work:

The School will not discriminate between employees on the basis of sex, or on the basis of sex in combination with another legally protected class status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work, regardless of job title, based on a composite of skill; effort, which may include consideration of shift work; and responsibility, unless the basis for such disparity is one of the following, reasonably applied reasons, which account for the entire wage differential:

- a. School's seniority system;
- b. The School's merit system;
- c. The School's system that measures earnings by quantity or quality of production;
- d. The geographic location where the work is performed;
- e. Education, training, or experience to the extent that they are reasonably related to the work in question; or
- f. Travel, if the travel is a regular and necessary condition of the work performed;

2. Wage History and Disclosure of Pay Rate:

In determining an employee's pay the School will not inquire about or rely on the wage

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history of the prospective employee. The School will not discriminate or retaliate against prospective employees for failing to disclose their wage history. The School will not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employee or other person because the employee or person inquired about, disclosed, compared, or otherwise discussed the employee's pay rate.

3. Job Postings:

The School will disclose in all job postings a good faith description of the hourly rate or salary compensation (or a range thereof, with lower and upper limits) that the School plans to pay for the position; a general description of any bonuses, commissions, or other forms of compensation that are being offered for the job; and a general description of all employment benefits the School is offering for the position, including health care benefits, retirement benefits, any benefits permitting paid days off (including sick leave, parental leave, and paid time off or vacation benefits), and any other benefits that must be reported for federal tax purposes, but not benefits in the form of minor perks.

The School may ultimately pay more or less than the posted range, so long as the posted range was the School's good-faith and reasonable estimate of the range of possible compensation at the time of the posting.

4. Job Opportunities:

The School will make reasonable efforts to announce, post or otherwise make known, in writing, any job opportunities to all current employees (even if they aren't eligible or qualified) on the same calendar day and prior to making a decision. Applications may only be open to employees who meet the minimum qualifications.

A "job opportunity" means a current or anticipated vacancy for which the School is considering a candidate or candidates or interviewing a candidate or candidates or that the School externally posts, except it does not include "career development" or "career progression." A "vacancy" means an open position, whether as a result of a newly created position or a vacated Position.

"Career development" means a change to an employee's terms of compensation, benefits, full-time/part-time status, duties, or access to further advancement in order to update the employee's job title or compensate the employee to reflect the work performed or contributions already made by the employee. "Career progression" means a regular or automatic movement from one position to another based on time in a specific role or other objective metrics.

These posts will include the job title, compensation and benefits, means by which employees may apply for the position, and the anticipated closing date for applications. These posts will be made for a minimum period long enough that employees can reasonably access it, and will be made, at a minimum available internally to employees, in the following manner:

- a. Staff email and posted in the staff workroom/lounge
- b. School website

The job opportunities posting requirement will be subject to the following exceptions (which are subject to change as new rulemaking from the Colorado Department of Labor takes

effect):

- a. A job opportunity need not be posted to all employees if the School has a compelling need to keep a particular opening confidential because the position is still held by an incumbent employee who, for reasons other than avoiding job posting requirements, the School has not yet made aware they will be separated. However, if any employees are told of the opportunity, all other employees must be told who either (1) meet the minimum qualifications or (2) have a job “substantially similar” to any employees being told of the opportunity. If the need for confidentiality ends before any deadline to apply for the job, the School will then promptly comply with typical posting requirements.
- b. No immediate job posting is required to fill a position on a temporary basis (i.e. acting or interim positions) for up to six months where the hiring is not expected to be permanent. If the hire may become permanent, the required posting must be made in time for employees to apply for the permanent position.

5. Post Hiring Notification:

The School shall make reasonable efforts to announce, post, or otherwise make known, within 30 calendar days after a candidate selected begins working the following information to, at a minimum, the employees with whom the employer intends the selected candidate work with regularly:

- a. The name of the candidate selected;
- b. The selected candidate’s former job title if selected while already employed by the School;
- c. The selected candidates new job title;
- d. Information on how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.

For positions with career progression, the School will disclose and make available to all eligible employees the requirements for career progression, in addition to each position’s terms of compensation, benefits, full-time or part-time status, duties, and access to further advancement.

Nothing in this policy will be construed to require a violation of a selected candidate’s privacy rights under applicable local, state, or federal law or in a manner that would place the candidate’s safety at risk.

6, Records:

The School will keep records of job descriptions and wage rate history for each employee for the duration of the employment plus two years after the end of employment.