

Hiring Policy

Rationale

Riveredge Outdoor Learning Elementary School (ROLES) seeks to attract and retain teachers who are well suited to our unique setting through a thoughtful and consistent hiring process.

Aims

This policy has been developed to ensure that ROLES is compliant with all state, federal and local laws while creating a hiring structure that will result in the recruitment and hiring of best fit candidates for ROLES positions. This policy also outlines the relationship between ROLES and CESA 6. ROLES does not employ staff members; instead, all staff at ROLES are contracted through CESA 6.

Implementation

The following steps will be taken to ensure a fair and consistent hiring process:

1. In collaboration with recommendations from the Administrator, Finance Committee, the ROLES Governance Council will identify position vacancy and approve position descriptions.
2. All posted positions must either 1) be included in the fiscal year budget or 2) receive special approval from the Finance Committee and ROLES Governance Council.
3. The ROLES Governance Council will enter into an agreement with CESA 6 to contract the identified position(s) for placement at ROLES.
4. The ROLES Governance Council will establish a Search Committee with an identified chair. The Search Committee may include members who are not Governance Council members.
5. The Search Committee will determine a recruitment plan.
6. In conjunction with the work of CESA 6, the position will be advertised and promoted.
7. The Search Committee will:
 - a. Acknowledge all responses
 - b. Evaluate and review resumes, and select candidates to interview
 - c. Complete the interview process (finalists, second interviews, reference checks, and the final selection)
 - d. Recommend the final candidate to the Governance Council.
8. After approval from the Governance Council, the Search Committee will notify CESA 6 of the selected candidate(s).

9. CESA 6 will complete conditional offers of employment, background checks, and pre-employment requirements
10. CESA 6 will extend contracts and offer letters of employment
11. CESA 6 will complete new hire orientation and processing

Evaluation

This policy will be reviewed as part of the cyclical review process or in response to any relevant events.

Adopted by ROLES Governance Council:

February 27, 2020

Revised by ROLES Governance Council:

7/22/2021