

#### 4.4 RECRUITMENT AND SELECTION

The quality of the educational program of this school is dependent upon the employment and retention of the best qualified personnel. High quality of personnel will be achieved by giving careful consideration to qualifications and by providing attractive salaries and benefits, adequate facilities and good working conditions. Scholars Academy encourages individuals to enter the field of education in this community and to make it their career. Currently employed personnel share the responsibility for supporting this position.

Scholars Academy follows the practice of employing personnel without regard to sex, race, color, religion, gender identity, sexual orientation, national origin, age or handicap.

Factors which influence the selection of instructional personnel are:

- a. Training, skills and experience
- b. Professional competence
- c. Suitability for the position

All certified and administrative personnel selected for employment must be recommended by the Executive Director to the Board.

It is the responsibility of the Executive Director to manage recruitment and to carry out procedures for selection and screening of applicants as follows:

- a. Applications will be systematically received and processed so that they may be available for openings as they occur and so that applicants may at appropriate times determine the status of their applications.
- b. Appropriate persons will be called upon for advice and aid in the selection process. Existing staff members will participate in the interviewing process as much as the Executive Director can manage.
- c. All who participate in the evaluative screening and selection from among final candidates will be continuously made aware of all aspects of the Board's policy of non-discrimination in employment.
- d. From the finalists selected in the screening process, the Executive Director names the individual applicant to be recommended for election.

The Executive Director reserves the right to recommend election without regard to the screening processes when it is in the best interest of the school. If the Executive Director exercised this right, the Board will be informed.

Date Adopted: January 26, 2016