



The GLOBE Academy Administrator Hiring Process

School administrators are key leaders at The GLOBE Academy who are directly responsible for carrying out the school's mission. It is important to recruit diverse candidates with strong experience and a track record of success. The GLOBE Academy Administrator Hiring Process is rigorous and sometimes lengthy to ensure that we find the best leaders to serve our students, families, and communities. The process is outlined below.

Roles and Responsibilities

Role in Head of School Hiring Process	
Executive Director	Hiring manager
Head of School	None for position being filled. Head of School at sister campus can participate as a member of Panel Interview and/or as an evaluator for Classroom Observations.
Assistant Head of School	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Curriculum Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Language Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Data Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Teachers	Evaluate candidate presentation to staff. May participate in panel interview.
Board of Directors	Makes joint hiring decision with Executive Director. Must approve of hire. Can veto a recommendation but cannot override hiring manager's decision not to make an offer.

Role in Assistant Head of School Hiring Process	
Executive Director	Makes joint hiring decision with Head of School. Must approve of hire. Can veto a recommendation but cannot override hiring manager's decision not to make an offer.
Head of School	Hiring manager
Assistant Head of School	None for position being filled. Assistant Head of School at sister campus can participate as a member of Panel Interview and/or as an evaluator for Classroom Observations.



Role in Assistant Head of School Hiring Process

Curriculum Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Language Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Data Coordinator	Can participate as a member of Panel Interview, as an evaluator for Classroom Observations and/or lead the School Tour and Q&A with candidates.
Teachers	Evaluate candidate presentation to staff. May participate in panel interview.
Board of Directors	May participate in the hiring process at the request of the Executive Director or Head of School. Can offer advice and input but does not have decision rights or veto authority.

Administrator Hiring Process

Action	Owner	Duration	Notes
Review job description to ensure it accurately reflects the current need of the organization. Update job description as necessary.	Hiring Manager	1 week	The Head of School is the hiring manager for the Assistant Head of School. The Executive Director is the hiring manager for the Heads of School. If hiring a Head of School, Board Chair selects 1-2 Board members to participate in selection process.
Develop interview questions for each phase of the interview based on the most important competencies needed to be successful in the role.	Hiring Manager or delegate	1 week	
Post the job description on multiple sites to attract a diverse candidate pool. At a minimum, all administrator job postings will be posted on: <ul style="list-style-type: none"> The GLOBE Academy website under Career Opportunities Indeed.com TopSchoolJobs.org 	Hiring Manager or delegate	Minimum of 2 weeks, job postings will remain active until the position is filled.	



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<ul style="list-style-type: none"> • WorkforGood.org • The Center for Advanced Research on Language Acquisition (CARLA), University of Minnesota List serv • Georgia Charter Schools Association • Georgia Department of Education 			
<p>Review applications, including cover letters and resumes. Select candidates to advance to phone interviews.</p>	Hiring manager	Applications will be reviewed weekly until position is filled.	<p>For AHOS candidates, Executive Director will have access to all applications and has the option to review.</p> <p>For HOS candidates, participating Board members will have access to all applications and have the option to review.</p>
<p>Conduct phone interviews. Select candidates to advance to in-person panel interviews.</p>	Hiring manager	Phone interviews will occur on a rolling basis. Each candidate will be notified within two weeks of phone interview whether or not s/he is advancing in the process.	<p>Each candidate will be measured against a pre-determined standard, not normed against other candidates.</p>
<ul style="list-style-type: none"> • Candidates who are advanced from the phone interview will attend an in-person, on-campus interview. The interview will include: <ul style="list-style-type: none"> ○ A 30-minute campus tour and Q&A period for the candidate to learn more about The GLOBE Academy. ○ A 60-minute panel interview focused on leadership. ○ A 60-minute panel interview focused on instruction. 	Hiring manager, support staff will help coordinate	In-person interviews will occur within three weeks of the candidate's phone interview.	<p>Each panel will consist of one board member, one school administrator, one teacher, and one parent, at a minimum. Each panel will have no more than two board members, two administrator, two teachers, and two parents.</p> <p>All evaluations and notes will be collected and included in a file for the candidate.</p>



Action	Owner	Duration	Notes
<ul style="list-style-type: none"> Hiring manager will prepare and disseminate interview questions to interviewers at least 48 hours before interview. All candidates will be asked the same questions, in the same order, by the same panelists. Panelists will convene to determine which candidates to advance to the final interview state. Candidates will be evaluated against a set standard, not normed against each other. 			
<ul style="list-style-type: none"> Finalists will be invited back for a second on-campus interview. The interview will consist of: <ul style="list-style-type: none"> 60-minute meeting with ED and board member 60-minute classroom observation and debrief 60-minute presentation to staff and debrief Classroom observation evaluators will include, at a minimum, one teacher, Language Coordinator, Curriculum Coordinator, and ED, HOS, or AHOS for that campus. Staff will fill out a formal evaluation/feedback form for the candidates presentation. 	Hiring manager, support staff will help coordinate	Finalist interviews will occur within two weeks of first in-person interview.	All evaluations and notes will be collected and included in a file for the candidate.
Conduct reference checks on finalists.	Hiring manager	Can begin once candidate is advanced to final round. Must be completed before hiring manager makes final decision.	All reference checks will be asked the same questions. Follow-up questions may vary. All reference checks will be documented.
<ul style="list-style-type: none"> Make recommendation for hire. For AHOS positions, HOS will make recommendation to the Executive Director. HOS and Executive Director will make joint decision. 	Hiring manager		Whenever possible, Board vote for a Head of School candidate should occur by the April board meeting.



Action	Owner	Duration	Notes
<ul style="list-style-type: none">For HOS positions, Executive Director will make recommendation to the Board of Directors. Board of Directors must approve HOS hires by a majority vote.			

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