

**Adopted: 10-29-17**

## **430 SCHOOL HIRING POLICY**

### **I. PURPOSE**

The Studio School is committed to employ the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school to provide equal employment opportunity for employment to all applicants and employees.
- B. To assure equal opportunity for open positions and eliminate any concerns of discrimination or conflict of interest, it is important that all job opportunities be posted on the school's website as well as posted with outside sources to ensure a fair and consistent effort is made to find the best person for a specific position.
- C. A job posting should minimally include a summary of the job description, including the job title, essential functions, required experience, and/or education, and a description of primary job duties.
- D. After applications are received, a committee designated by the Executive Director or School Director shall review the applications and determine which applicants should be interviewed according to the following guidelines:
  1. The interview shall be conducted in an objective manner to determine the best qualified candidate.
  2. Interviews shall not be conducted by anyone who is closely related to the candidate. "Closely related" is considered first cousins, aunts, uncles, sisters-in-law and brothers-in-law and closer relationships.
  3. Disclosure of candidate/employee relationships is fundamental to understanding and dealing with potential conflicts of interest. Disclosure provides an opportunity to examine a proposed activity to determine an actual or potential conflict of interest may exist and if so, to resolve it in a manner that is mutually satisfactory to both The Studio School and the employee. The hiring of relatives is not prohibited, but The Studio School will maintain a "hire the best" policy, which is intended to be blind to an applicant's background and relationship connections.
  4. All candidates for senior-level administrative positions including Executive Director, School Director, Development Director, Student Guidance Director, Special Education Director and Operations & Finance Director shall also be interviewed by at least one member of the Board of Directors.

Making something amazing.

- E. The Studio School must abide by the following practices regarding the hiring of licensed and non-licensed school personnel:
  - A. The school must employ or contract with necessary teachers, health professionals and counselors who hold licenses valid in the State of Minnesota in their requisite disciplines to perform the particular services for which they are employed in the school.
  - 2. The school may also contractually employ visiting artists, business people, community experts and teachers who are not required to hold teaching licenses to perform some teaching duties.
  - 3. The school may also employ or contract with non-licensed employees for other services necessary to the functioning of the school.
- F. When offering employment to a prospective employee, The Studio School must give that employee written description of the terms and conditions of employment and the school's personnel policies.
- G. A person, without holding a valid administrator's license, may perform limited administrative, supervisory, or instructional leadership duties as determined by The Board of Directors.
- H. The Board of Directors shall establish acceptable licensure, education and experiential qualifications for persons that hold administrative, supervisory, or instructional leadership roles. The qualifications shall be determined at least in the following areas: instruction and assessment; human resource and personnel management; financial management; legal and compliance management; effective communications; and board, authorizer and community relationships. The Board of Directors shall use those qualifications as the basis for job descriptions, hiring, and yearly performance evaluations of those who hold senior-level administrative, supervisory, and/or instructional leadership roles.
- I. The Board of Directors shall form an ongoing committee comprised of at least one board representative, one teacher at the school, the Executive Director, the School Director and one additional senior-level administrator to work with each employee or group of employees to develop individual and group professional development plans that will be implemented, tracked, assessed and revised/updated yearly.