

## **GCF—Certified Staff Hiring**

### **Best Qualified Personnel**

It shall be the policy of the Board to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salary schedules within the financial capability of the School, adequate facilities, and good working conditions.

### **Administrator Maintains Authority to Hire**

The Administrator carries the authority to recruit, hire, evaluate, and terminate school personnel. Additionally, the Administrator may enlist the help of other staff members in fulfilling the roles of recruiting and hiring.

The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- Candidates for professional positions shall be qualified for and have the training necessary to perform the instructional duties or functions for which they have applied.
- Each candidate shall provide evidence of meeting state requirements for certification.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a legal background investigation.
- An "employment background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment.
- Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.
- Before employment, the Administrator shall verify the certification and fingerprint status of applicants who apply for any School position.

Upon recommendation for employment the School shall then complete the Form I-9 as required and maintain the form with copies of the necessary documents.

A professional candidate's acceptance of a contract offer must be indicated within fifteen (15) days from the date of the written contract or the offer is revoked. Written notice of the deadline date for acceptance shall be included in the contract offer or an attachment to the contract offer. The candidate accepts the contract by signing the

contract and returning it to the Administrator, who will report back to the Board for formal affirmation.

### **Reappointment after Resignation**

Teachers reappointed to teaching positions after resignation shall be employed on probationary appointments.

A teacher who has been absent five years or less may be considered for reappointment at the salary to which he/she was entitled at the time of resignation. A teacher reappointed after an absence of more than five years shall be reappointed in the same manner as a teacher receiving his/her first appointment.

### **Reappointment of Probationary Teachers**

Reappointment of probationary teachers shall be considered annually at a meeting of the Board prior to May 1.