



The Birches Academy of Academics and Art Recruitment and Selection Policy

The Birches Academy Board of Trustees (herein, the Board) in accordance with the requirements of federal and state law, and the regulations which implement those laws, hereby declares to not discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. The Dean of School is designated as the person responsible regarding assurances of non-discrimination and may be reached at: 419 South Broadway, Salem, NH 03079

The recruitment and selection policy of The Birches Academy applies to all positions available for staff within the school, including administration, teaching and support staff.

When an employment position becomes available, the Dean of School will notify the Board and the Personnel Committee in order to begin the hiring process.

If an internal candidate who has previously been through the screening process is qualified, meets the requirements, and is interested in the open position, the Dean of School may hire this candidate. If it is determined that a candidate does not exist internally, the position will be posted.

Employment Postings:

The first step in the hiring process is to post the position. Positions will always be posted on the school's website, www.birchesacademy.org, and then in other venues depending on the type of position. Many educational positions will be posted on www.schoolspring.com, but other avenues may be used such as contacting area educational institutions or posting on other sites. Job postings will be written and/or approved by the Dean of School and reflect requirements listed in the job description. The job description may or may not be part of the job posting.

On any job posting, the following disclaimer must be posted:

"The Birches Academy of Academics & Art: A Public Charter School is an Equal Employment Opportunity employer and seeks and welcomes applications from individuals of all backgrounds, experiences, and perspectives."

A position will be posted for a minimum of a week and will remain posted until a suitable candidate is found.



Candidate Requirements:

Requirements for interested candidates must include:

1. Letter of Interest
2. Resume
3. Three (3) letters of recommendation
4. Copy of school transcripts (originals will be required upon hiring)
5. Copy of teacher certification, if the candidate has one

The required documents will be submitted to hr@birchesacademy.org.

Candidate Screening Process:

Packets from interested candidates will first be screened by the Dean of School. A Screening Committee will be assembled to view the packets and suggest candidates. Screening Committees will be comprised of the Dean of School and additional members as needed at the discretion of the Dean of School. If the position is Dean of School, Dean of Students, or Dean of Operations, the Board will have a representative on the Screening Committee.

Any relationships between any members of the Screening Committee or any other members of the school and the candidate should be identified at the beginning of the screening process to ensure the integrity of the process.

The Screening Committee meets to determine the interview agenda. They will review the “Fair Inquiry Guidelines” established by the EEOC (reviews questions that are not legal to ask during an interview) and create a “script” to keep the questioning of candidates as consistent as possible. Then, candidates are invited in to be interviewed by the Screening Committee.

Depending on the result of the first round of interviews, the Screening Committee may:

- ask for second interviews
- for a teaching position, a mock teaching lesson will be assessed
- go back into the resumes to look for additional candidates
- advertise again

After qualified candidate(s) are found, the administration will then begin to check references. Taking into account the interview process, the recommendations of the Screening Committee and the results of the reference checks, the Dean of School will then make a job offer. Job offers for the Dean of School, Dean of Students, or Dean of Operations will be approved by the Board of Trustees.

Employment is contingent upon the satisfactory completion of a CORI and receipt of original transcripts.



Hiring Policy Checklist

Open Position: _____

Brief Description: _____

Position Posted To: www.birchesacademy.org

	Post Date	Removed Date
	Post Date	Removed Date
	Post Date	Removed Date
	Post Date	Removed Date

Required Documentation

- Resume
- Letter of Interest
- 3 Letters of Recommendation
- Copy of School Transcripts (*originals required prior to start date*)
- Copy of Teacher Certification (*If applies*)

Screening Committee

Dean of School

Name

Name

Name

Name

Interview

Interview Script

Name of Script

Interview Date

Date	Start Time	End Time
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Attendees

Dean of School

_____ Name

_____ Name

_____ Name

_____ Name

Second Interview

YES

NO

_____ Initials

YES

NO

_____ Initials

YES

NO

_____ Initials

YES

NO

_____ Initials

Final Requirements

Reference Checks Cleared

CORI Approved

Original Transcript Received

Leadership Team Approval _____ Name _____ Name

Position Offered to Candidate Accepted Declined

_____ Date

Anticipated Start Date _____ Date

Notes/Comments:
