

## 1204 Recruitment and Selection of PCA Staff/Faculty

### I. Purpose:

The purpose of this policy is to provide an overview of the process of selecting and hiring staff at PCA.

### II. Definitions:

- a. **New Positions:** A new position is any position that requires the allocation of school funds/resources that has not been previously voted upon by the board. A new position can be a full time, part-time, or extra pay for extra duty position.
- b. **Existing Position:** Any position that has been previously approved by the Board of Directors. An existing position can be a full time, part-time, or extra pay for extra duty position.
- c. **An Administrative Position** is defined as any principal, Head of School, or Dean position.
- d. **Substitute Positions:** Substitute positions are any temporary positions that exist on a day to day for short term (not exceeding 13 weeks) basis or temporary employment position that would result in a one-time expenditure of more than \$5,000.

### III. Policy Statement:

- a. **New Positions:**
  - i. Any new position must be approved by the Board of Directors prior hiring of any staff.
  - ii. This approval process should include the job description including the responsibilities and required qualifications of the position.
  - iii. Any new position approval needs to include the dollar amount allocated for the position. This dollar amount can reference a salary scale should the new position be related to an approved PCA pay scale.
  - iv. All new positions must be approved by the Board of Directors prior to filling those positions.
  - v. Filling new positions shall follow the guidelines listed in (e.) of this section.
- b. **Existing Positions:**
  - i. Existing positions are those positions that have been vacated for any reason during or at the end of a school year.

- ii. Existing Positions will be considered new positions if they have been vacant more than one school year.
    - iii. Filling existing positions shall follow the guidelines listed in (e.) of this section.
  - c. Hiring of Head of School
    - i. The Board of Directors and/or their designee will be responsible for filling the position of the Head of School.
    - ii. The Board of Directors and or their designee will be responsible for (i.) through (iv.) of section (e.) of this policy only when filling the Head of School position.
  - d. Substitute Positions
    - i. Substitute positions that exist on a day to day for short term (not exceeding 13 weeks) basis do not require approval of the Board of Directors unless the person hired requires that approval based on another PCA policy. These policies could include, but are not limited to, the nepotism policy or any financial policy.
    - ii. The Board of Directors would need to approve any substitute position or temporary employment position that would result in a one time expenditure of more than \$5,000.
    - iii. Filling substitute positions shall follow the guidelines listed in (e.) of this section.
  - e. Filling Vacant Positions
    - i. The Head of School will establish a process for posting all vacant positions.
    - ii. The Head of School or her/his designee shall post all open positions. The posting of these positions can be internal and/or external or both using systems approved by the state such as Join Delaware Schools and the PCA Website.
    - iii. The Head of School or her/his designee may use other media outlets to share job postings as deemed necessary.
    - iv. The Head of School will establish a procedure by which candidates are selected for interviews.
    - v. The Head of School will establish a procedure by which candidates are interviewed.
    - vi. The process for hiring administrative staff will include parents, teachers, and members of the Board of Directors.
    - vii. The process for hiring all other positions will attempt to include parents, faculty, and students when applicable and relevant to the selection process.
    - viii. When the interview process concludes, the Head of School will seek Board approval for the specific person recommended for the position.

- ix. In the case where the position being filled is the Head of School position, the Board of Directors can seek approval of the position without the Head of School at a meeting of the Board of Directors.

IV. Responsibility:

- a. Recruitment: It shall be one of the prime functions of the administrative staff to recruit capable persons for the positions within the school. The PCA staff will be chosen with great care, with references, transcripts, and registration forms carefully examined by the appropriate persons prior to hiring.
- b. Employees of the PCA shall be appointed or rejected by the Board of Directors upon the recommendation of the Head of School.
- c. Should a person nominated by the Head of School be rejected by the Board, it shall be the duty of the Head of School to make another nomination.
- d. It shall be the duty of the Head of School to see that persons nominated for employment shall meet all qualifications established by law and by the Board for the type of position for which nomination is made.
- e. It shall be the duty of the selected candidate to provide documentation that he or she meets all qualifications established by law and by the Board for the type of position prior to the start date of employment.
- f. In the case where the nomination is the Head of School, the Board of Directors will make the nomination.

V. Related Policies:

- a. 1202 Equal Opportunity/Nondiscrimination Policy
- b. 1206 Nepotism Policy
- c. All other employment policies

VI. Related Procedures and Documents:

- a. Human Resource Hiring Procedures
- b. Applicant information requirements

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS JULY 23, 2019