

301: Faculty and Staff Hiring

1. Purpose

The Purpose of this policy and the associated procedure is to establish a framework for effective and efficient human resource management. It will establish guidelines to ensure St. George Academy funds are efficiently managed and appropriately utilized and make sure all employment selections are based on the principle of merit and qualifications without discrimination because of race, religion, sex, color, age, national origin, disability, marital status, political affiliation, or any other non-merit factor.

2. Policy:

2.1. It is the policy of St. George Academy to provide equal employment opportunity for all persons and to remove artificial barriers in personnel systems and practices and to eliminate discrimination by act or inference.

2.2. Board policy does not advocate, permit or practice discrimination on the basis of race, religion, sex, color, age, national origin, disability, marital status, political affiliation, or any other non-merit factor. In filling positions, the Administration Team will make sure that selections are based on the principle of merit and qualifications.

2.3. Job qualifications and advancement will be based on:

2.3.1. valid job entrance requirements that relate closely to necessary education, experience, skill, knowledge and abilities;

2.3.2. a standard to ensure candidates meet at least the minimum qualifications for job entrance;

2.3.3. removal of unnecessary education requirements precluding advancement; and

2.3.4. employee participation. Employees who are capable of performing at higher job levels should seek opportunities for advancement.

2.3.5. Administration will consider convictions and information obtained from the results of a complete Criminal Background Investigation (CBI) and/or other record inquiries.

2.4. SGA Administration will develop procedures to ensure hiring levels are closely monitored to maintain efficient and effective utilization within allowed funding levels.

3. Procedure:

3.1. Definitions

****Policy adapted from Washington County***

Board Approved 12-15-2016

Updated June 2022, Board Approved 8-15-2022

3.1.1. Career Employees: Career employees are those who have completed at least three years of provisional employment with SGA and are deemed to have a reasonable expectation of continued employment with SGA in successive years. Certificated personnel may be deemed career educators with one year of successful teaching at SGA and three years of previous successful teaching experience before joining SGA.

3.1.2. CBI: Criminal Background Investigation

3.1.3. Certificated Personnel: Are those professional staff employees who are required to hold a valid teaching certificate for the position to which they are assigned.

3.1.4. Classified Personnel: Classified personnel are non-certificated employees and shall function in the capacity assigned by Administration and under the direct supervision of the school or supervisor to which they are assigned.

3.1.5. Extracurricular Assignments: Extracurricular assignments support student organizations, athletic, and other extracurricular programs. All extracurricular assignments are considered temporary, and occupants serve at the will of SGA. Extracurricular assignments may be filled by current employees of SGA or by temporary appointment.

3.1.6. Letter of Intent: A letter of intent is annually requested from each regular employee of St. George Academy and used to obtain information about an employee's intentions related to continued employment. It is an essential tool for gathering information used in the development of the staffing plan.

3.1.7. One-Year/Temporary Employees: One-year/temporary employees serve at the will of SGA and may be terminated at any time at the sole discretion of SGA. One-year only employees serve under a temporary agreement. Their assigned hours, days, and duration of the employment may change or conclude at any time.

3.1.8. Provisional Employees: Provisional employees are those who have not completed three years of employment with the school.

3.1.9. Staffing Plan: The staffing plan is designed by SGA Administration in an annual meeting. Program areas identify projected staff overages and shortages for the next school year. Excess, replacement, and newly established positions are identified in the plan.

3.1.10. Substitute Employee: Substitute employees serve at the will of SGA. They do not have a defined regular work schedule and may be terminated at any time at the sole discretion of SGA. Substitute employees must apply as an external candidate to receive consideration for other SGA open positions.

3.2. Staffing Plan:

****Policy adapted from Washington County
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The school will develop the staffing plan based on SGA Board direction, budgets, school, community, faculty and administrative input. The staffing plan will identify set student-to-faculty ratios and Full-Time Equivalent (FTE) limitations.

3.3.1. Each Spring Semester, SGA administration will:

3.3.1.1. Review the following elements;

- a). the average of the October 1st enrollment report and the 2nd quarter school enrollment report;
- b). projection of future enrollment based on students moving up one grade, other community growth factors; and
- c). statistical trend between the current and previous year average enrollment.

3.3.1.2. Consider Board direction, budgets, current enrollment, trends in enrollment, school issues, and legal guidelines.

3.3.1.3. Meet as an administrative committee to discuss FTE limits and develop a plan for staffing to meet school needs.

3.3.1.4 Consider employee letters of intent. By March, each year, the Business Manager will remind all employees to complete a letter of intent.

3.4. Job Postings:

3.4.1. Job postings will be initiated by the SGA Administration and will include a cutoff date for the receipt of applications.

3.4.2. The school will use the Staffing Plan projections to post potential or actual vacancies for in-school transfer consideration as soon as the need is identified.

3.4.3. Public databases, as well as posting of employment opportunities and placement centers, may be utilized as needed to obtain applications.

3.5. Applicant File and Screening:

3.5.1. Applicants must submit applications directly to St. George Academy using the online application process.

3.5.2. Only those qualified applications received during the posted open and closing dates will be assured consideration for posted vacancies.

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3.5.3. Initial screening of applicants will be accomplished using objective factors identified in SGA position descriptions. Screening will be based on information obtained from application forms, resumes, credentials, and written information supplied by the applicant.

3.6. Interviews:

3.6.1. Selections will not be made before the end of the posted cutoff date.

3.6.2. In-house transfer applicants who meet all licensing and endorsement qualifications requirements for the posted vacancy will be given first consideration for the vacancy.

3.6.3. Interviews will be held with those applicants who are not eliminated via application screening process.

3.6.4. Administration is expected to create an interview committee consisting of appropriate representation regarding the vacant position.

3.7. Final Selection:

3.7.1. The interview committee will make recommendations for final candidate selections, including transfers, to the Executive Director.

3.7.2. Selection of administrative positions will be screened at the school level. A proposed selectee and list of finalists will be submitted to the Director for final selection. Provisions for selecting the Executive Director will be established by the Board of Directors.

3.8. Temporary Employment (Certified Educators):

The school will limit the use of temporary employment authority to a period of not more than one year unless:

3.8.1. The educator is not fully qualified for teaching assignment, as documented in the state CACTUS data system.

3.8.2. The educator is hired into a position that is tied directly to temporary funding with a predetermined end date, such as a grant.

3.8.3. The educator is hired in the absence of an employee who is on an extended leave of absence, sabbatical leave, military leave, or short-term disability (extended sick leave).

3.8.4. The educator is hired for a temporary project.

3.8.5. The educator is hired as part of a training position or program, such as a student intern.

3.8.7. The educator is hired to fill a part-time position.

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3.8.8. The educator is placed on a last chance agreement to demonstrate that he or she will overcome known performance or conduct concerns that were documented by the Executive Director or administrator.

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