



Innovations
Public Charter School

Personnel Policy

Date Originally Adopted: May 2004
Revisions: 11/05/13

Hiring Procedures

Intent to Return

Yearly, during the month of February, all personnel needs to declare their intent to return or not return to their position the following school year. The Director will send out Intent to return forms to all personnel.

Interview Committee

The Interview Committee shall be comprised of all members of the leadership team.

Confidentiality

All information shared in meetings is confidential and cannot be shared outside of the committee. Anyone violating confidentiality of the committee will be reported to the Governing Board for disciplinary action.

Hiring Process

Note: All employment discussions with the applicants will be conducted by the Director.

1. Vacancies are advertised (by Director).
2. Applications are reviewed by the Committee. Committee determines which applicants to interview. Only applicants that meet the minimum requirements will be considered for an interview.
3. Applicants contacted for interview. (Director)
4. Committee conducts interviews.
5. Committee rates and discusses each candidate.



Innovations

Public Charter School

6. Once all applicants for a position have been interviewed, the committee selects candidates to recommend hiring to the Governing Board or, if a teacher or PTT candidate, who to invite back to teach a lesson to a group of students.
7. Committee observes lesson taught by candidate; fills out observation form.
8. Committee meets to discuss observations and ratings.
9. Committee meets to determine who to recommend for position to the Governing Board.
10. Governing Board reviews recommendations and approves / disapproves hiring.

Personal Matters

Collective Bargaining

Innovations employees are subject to collective bargaining agreements as negotiated by the state. Innovations may enter into supplemental collective bargaining agreements that contain cost and non-cost items to facilitate decentralized decision making.

Discrimination

No employees or governing board members shall engage in any discrimination that is prohibited by any applicable federal, state or county law.

Teacher Credentials

All teachers in core subject areas shall meet the federal designation of “Highly Qualified” as adopted by the DOE or shall have a plan in place to be working toward the federal designation of “Highly Qualified.”

Evaluations

Director and teacher evaluations are performed annually. Evaluations are based on efficiency, ability and contribution to student learning growth.

Criminal History Checks



Innovations
Public Charter School

All employees hired by Innovations are processed through the state FMS payroll and subject to criminal history in accordance with Sec. 846-2.7 HRS.

Unlawful Discrimination

Innovations governing board and leadership team shall abide by federal and state laws which protect against employment - related discrimination.

Sexual Harassment

In accordance with federal and state laws, Innovations prohibits sexual harassment in the workplace.