



America's Finest Charter School Hiring Policy

Adopted: 09/09/2024

The following guidelines shall be followed for the recruitment and hiring for America's Finest Charter School (AFCS") staff. In following this policy, achieving the best educational environment for AFCS's students will be the overriding consideration:

- I. Circumstances under which this policy is employed:
 - a. When a position is vacant due to resignation, dismissal, transfer, or retirement, AFCS wishes to fill the position.
 - b. When a position or part of a position is created and vacant and AFCS wishes to fill the position.
- II. Posting Procedure
 - a. Posting on Edjoin is required for both I.a and I.b above. The duration of posting on Edjoin will be determined by the Executive Director.
 - b. Posting is not required if the position can be filled by a qualified staff member who desires the position and who is approved by the Executive Director.
 - c. All posting is to be conducted through the Executive Director.
 - d. Postings must include, at a minimum, the title of the position, and if applicable, grade/subject area, credential required, job description, instructions for applying.
- III. Application Process for Internal Candidates
 - a. Internal candidates interested in available job openings will send a letter or email of interest to the Executive Director as soon as possible, but no later than the closing date on EdJoin. This letter must state all relevant qualifications and service.
- IV. Application Process for External Candidates
 - a. Potential candidates will send applications through Edjoin.
- V. Collection and Screening Process
 - a. All applications are maintained by the Executive Director or Designee prior to the selection of top candidates and thereafter as required by law.
 - b. Screening of applications will be conducted by the administrator responsible for the position, with emphasis on subject matter qualifications, grade level appropriateness, and extracurricular expertise, if applicable to the position. Administration must also confirm that the hiring of the applicant will

not violate AFCS's Conflict of Interest Policy or any other applicable policies or requirements.

- c. The top candidate(s) will be selected by the administrator responsible for the position and notified of the interview date. At this time notification will be given to the candidate(s) to provide credentials and transcripts to AFCS, if not already provided through the application process. Information about AFCS may be sent to the external candidates. In selecting the candidates to interview, AFCS will give special attention to qualified internal candidates with consideration given to years of service at AFCS and other qualifications.

VI. Interview Process – Internal Candidates:

- a. The Administration may decide if only internal candidates will be interviewed or if internal candidates are to be interviewed with external candidates.
- b. Internal candidates may be interviewed by the administrator responsible for the position, however, a committee may be used if the Executive Director chooses to do so.
- c. Should the Executive Director opt for a committee, the committee should be comprised of the administrator responsible for the position and at least one other School employee to interview the top candidates. For teaching staff and supervisory staff, if possible, the committee should include the supervisor of the position, and a potential teaching partner(s) (if applicable to the position).
- d. When committees are used, committee members will be informed by the administrator responsible for the position of appropriate protocol for questioning during the interview process.
- e. Internal applicants are not guaranteed an interview for or placement in the position posted.

VII. Interview Process – External Candidates:

- a. Interview questions will be compiled by the administrator responsible for the position. Questions must be the same for all interviewees.
- b. External candidates may be interviewed by the administrator responsible for the position, however, a committee may be used if the Executive Director chooses to do so.
- c. Should the Executive Director opt for a committee, the committee should be comprised of the administrator responsible for the position and at least one other School employee to interview the top candidates. For teaching staff and supervisory staff, if possible, the committee should include the supervisor of the position, and a potential teaching partner(s) (if applicable to the position).
- d. When committees are used, committee members will be informed by the administrator responsible for the position of appropriate protocol for questioning during the interview process.

VIII. Holding of Applications, Credentials, and Related Information

- a. Files are to be kept in the HR Office up to and through the screening process. Only the administrator responsible for the position may take the files of the top candidates out of HR Office for review.
- b. If a committee is used, committee members may view the candidate files but may not remove them from the HR Office or from the location determined by the Executive Director.
- c. All information pertaining to candidates is to be treated as confidential.

IX. Selection and Offering of Position

- a. For certificated staff hiring, if a committee is used, all committee members must have an opportunity to express preferences and reasons for the preferences. A consensus of the committee for a hiring decision is desired but not required. The administrator in charge of the position will have the deciding vote.
- b. The administrator responsible for the position shall check references and share the reference information learned with the committee, if a committee is used prior to an offer of employment being made to the applicant.
- c. The Executive Director will make the decision regarding placement of the applicant on the salary schedule and assignment of extra duties consistent with AFCS policy.
- d. The recommended applicant will be notified by the administrator responsible for the position of an offer of employment contingent upon the submission of documentation required to be supplied to AFCS prior to the first day of employment. This documentation includes but is not limited to:
 - (1) Valid and current California Credentials, if appropriate
 - (2) Required Experience as appropriate
 - (3) Proof of a successful background check including DOJ and FBI as appropriate
 - (4) Evidence of Tuberculin-free status or other documentation to satisfy legal requirements.
 - (5) Evidence of Citizenship and/or appropriate US Work Eligibility
- e. A response regarding acceptance/rejection of the conditional offer for employment is to be given by the candidate to the School within a reasonable period of time to be decided by the Executive Director.
- f. Upon receipt of the documentation included in the conditional offer and satisfaction of any applicable requirements, the Executive Director will cause a formal offer of employment to be offered.

X. Notification to Applicants Not Selected

- a. Applicants who applied but were not selected to be interviewed will receive written notification that they were not selected for an interview and that their applications will be on file in the School for the minimum period of time required by law.
- b. Applicants who were interviewed but not selected for employment will receive the notification cited in X.a above along with a statement of appreciation for their interest in Oxford.

XI. Non-Discrimination

AFCS is an equal employment opportunity employer and makes employment decisions, including, but not limited to, hiring, firing, promotion, demotion, training, and/or compensation, on the basis of merit. AFCS does not discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Any foreign national working under a Willow Education/AFCS-sponsored visa will not be required or otherwise compelled or encouraged to make monetary contributions to any individual or organization as a condition of employment or visa sponsorship.