

I. PURPOSE

The following policy establishes eligibility requirements, hiring procedures, and equal opportunity for potential employees at Athlos Academy of St. Cloud.

II. POLICY

- A. The school administrator is responsible for recruiting personnel in compliance with Board policy and making hiring recommendations to the Board.
- B. The Board must hire teachers at duly called meetings. Where no contract employing a teacher shall be made or authorized except upon the unanimous vote of the full board.
- C. Athlos Academy of St. Cloud shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities.
- D. All positions will be posted for a minimum of 10 days on the school website and at least one additional job posting service.
- E. All applicants must complete an application form to be considered for employment.
- F. Qualified applicants that will be considered for employment must
 - a. undergo a screening consisting of:
 - i. background checks required by policy 4002 and in compliance with state and federal regulations;
 - ii. verification of licensing and certification required by Policy 4028 and in compliance with state and federal regulations;
 - iii. an unbiased interview processes; and
 - iv. board approval for certified positions

4031 School Employee Hiring Process

- b. notify the school of any relationship to current employees as defined in the Nepotism Policy 4016
- G. There will be no discrimination in the hiring process
- H. Athlos Academy of St. Cloud is an equal opportunity employer defined by Policy 4018 and all state and federal regulations
- I. Upon initial employment, offers will be extended in writing and in compliance with all applicable employment laws
 - a. Teacher offers must be signed by the teacher, the board chair, and clerk in alignment with Minn. Stat. §122A.40
 - i. All subsequent offers will also be signed by the teacher, the board chair and clerk, except where there is a master agreement covering the employment of the teacher.
- J. The school administrator will retain a copy of each certificated employee's valid certificate in the employee's personnel file.

Revision History

02/22/19

03/25/19

Legal References:

[Minn. Stat. 122A.40](#) (Employment; Contracts)

[Minn. Stat. §123B.03](#) (Background Check)

[Minn. Stat. §124E.12](#) (Employment)

Related Documents:

Background Checks Policy 4002

Nepotism Policy 4016

Equal Employment Opportunity Policy 4018

Teaching Licensure Policy 4028