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
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