

Hiring Policy - DRAFT

The approved Organization Chart will be the master document for all hiring.

All positions within the school will have BoT approved job descriptions.

For all hourly wage employees, the hiring manager will have full discretion over the interviewing and hiring decisions.

For all Salaried employees, all resumes will be received and vetted by the hiring manager and sent to the BoT for initial phone screen/interview. Upon approval from the BoT the candidates will undergo an interview panel as determined by the hiring manager. The hiring manager will have final approval of the candidate.

For all employees reporting directly to the BoT, all resumes will be received and vetted by the BoT. The BoT will convene an interview panel. The BoT will have final approval of the candidate.

For any positions not currently filled on the Org Chart or any position on the Org Chart that becomes vacant, the above process will be followed without prior approval from the BoT.

For all positions not currently outlined on the Org Chart, no posting or hiring will be allowed without prior approval of BoT.

Any position that WA is recruiting for must be posted internally prior to or in conjunction with an external posting .

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