

Aurora Academic Charter School Administrative Regulation**Category: E. Human Resources****Code: AR 5000****Policy Name: Recruitment and Selection**

Issue Date	October 13, 2015
Revision Date	January 24, 2019
Review Year	2020

Objective:

To provide direction for implementation of Board Policy 5000 on the recruitment and selection of staff.

Responsibility:

Superintendent.

Regulation:**A. Recruitment**

1. Recruitment during a given year will be coordinated by the Superintendent.
2. Aurora School will post all staff vacancies for a period of seven (7) calendar days.
 - a) Aurora School staff will be considered for posted vacancies, provided that a written application is submitted to the Principal or Superintendent, as applicable, prior to the closing date for competition.
3. Where Aurora School wishes to receive applications from external candidates, consideration may be given to advertising through appropriate, cost-effective mediums.
4. Advertisements for staff vacancies will be developed by the Principal or Superintendent, as applicable. Advertisements may contain information on:
 - a) the nature of the staff vacancy
 - b) key responsibilities and required qualifications
 - c) advertisements will highlight the benefits of working at Aurora School and reference
 - d) teaching philosophy
 - e) curriculum
 - f) class size
 - g) parental engagement
 - h) discipline
5. Applications received for staff vacancies will be screened by the Superintendent and/or Principal(s).

B. Selection

1. School-based administration and the Superintendent will assess the suitability of applicants for staff vacancies.
2. Candidates will be assessed based upon the following factors:
 - a. education
 - b. experience
 - c. values
 - d. knowledge
 - e. skills/abilities
 - f. personal suitability
3. Assessments will include the following:
 - a. structured interview(s) (focusing on a behavioral approach)
 - b. extensive reference checks with supervisors, colleagues, and parents of former students
 - c. validation of formal qualifications
 - d. criminal reference checks provided by the applicant

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- e. where appropriate, in-class observation
 - 4. School-based administration and the Superintendent will develop detailed interview plans for all interviews, outlining the questions that will be asked of each candidate.
 - 5. School-based administration and the Superintendent will develop detailed, evaluative summaries for each candidate assessed through the selection process.
- C. Offer of Employment
- 1. The Principal will make a recommendation for hire to the Superintendent of Aurora School.
 - 2. The Superintendent, in consultation with the Principals will be responsible for extending an offer of employment.
- D. Unsuccessful Candidates
- 1. The Superintendent will ensure all applicants who are not successful are contacted. The purpose of this contact will be to:
 - a. advise the employee that they were not successful
 - b. provide feedback arising from the assessment process

F. Nepotism

Aurora School staff

- 1. In filling staff vacancies preferential treatment will not be given to friends or relatives of employees. Individuals may not be employed in positions where they are subject to the direct or indirect influence of a family member.
- 2. Relatives are defined as: husband, wife, common-law spouse, son, daughter, parent, grandparent, grandchildren, brother, sister, brother-in-law, sister-in-law, parent-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, step-son, step-daughter, step-brother, step sister, step-parent.

References:

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