

Rolling Hills Public Charter School

PERSONNEL

5100

Hiring Process and Criteria

The Principal is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. Educational support personnel applicants are initially screened by the Principal. The Charter School shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities. All applicants must complete a Charter School application form in order to be considered for employment and must also go through the screening process outlined in Idaho Code 33-1210. See 5100P.

Each person hired by the Charter School will undergo a criminal history check consistent with Idaho law. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law. There will be no discrimination in the hiring process. See Policy 5120.

As required in Idaho Code 65-505, the Charter School will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.

Certification of Professional Personnel

The Charter School shall require that its contracted certificated staff hold a valid Idaho certificate endorsed for the role and responsibilities for which they are employed. All certificated professional employees must be employed on a written contract in the form approved by the State Superintendent of Public Instruction. The Charter School will withhold the salary of any certificated professional employee who does not hold a valid certificate.

Upon receipt of a proposed contract for the ensuing school year, the person shall deliver the signed contract to the Charter School within 10 business days of receipt of the same. Delivery of a contract may be made only in person or by certified mail, return receipt requested. Should any person refuse to acknowledge receipt of a contract or not return a signed contract to the Charter School within the time period set forth herein, the Charter School may declare the position vacant and offer the contract to another person.

The personnel office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5110
5500

Fingerprinting and Criminal Background Investigations
Personnel Files

Legal Reference: I.C. § 33-130 Criminal history checks for school district employees or
applicants for certificates
I.C. § 33-512 Governance of schools
I.C. § 33-513 Professional personnel
I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on: 11/3/2011

Revised and Adopted on: 7/12/2012, 11-16-17