

HIRING PROCESS POLICY

I. Board Policy

The Board recognizes the need for a policy governing the hiring of new employees. This policy applies to all employees hired by Entheos Academy in a full time, part time, or temporary position, as well as any contract employees who will be working directly with students (excluding substitute teachers). All other contract employees will be governed by procurement policies.

II. Full Time and Part Time Position Process

The hiring of individuals must adhere to the following process:

1. Disclosure of preexisting relationship with other employees of Entheos Academy or the Board of Directors.
2. Disclosure of previous suspension or revocation of license.
3. Disclosure of previous arrests or criminal charges.
4. Background check. All licensed staff and administrators must have a Cactus ID, proper certification, and background check through USOE. Will be checked through Entheos Administrative Office.
5. Chronological work history. A chronological work history must be filled out for all employees. Gaps in employment must be identified on the chronological work history.
6. Resumes must be received from all candidates prior to interviews. Resumes are recommended for all professional staff.
7. Charter and Vision documents must be provided to all applicants prior to board member interviews with adequate time given for applicant to thoroughly read through documents.
8. A Board interview is required after the previous items are completed.
9. A temporary job offer may be made after a successful Director and Board interview. Candidate is to be informed that all positions must be approved on a consent agenda by the Board of Directors.
10. The candidate must be on a consent agenda on the next Board of Director's meeting following the preliminary offer of employment along with the offer details intended contract and salary.