

## Approved

February 7, 2018

### 6.28. OPEN EDUCATOR POSITIONS – Internal Application Process

Any CLC educator who is interested in applying for an open teaching position is encouraged to do so. This applies to both an existing or newly created positions. CLC appreciates the value and advantages of providing new opportunities for our current educators. The intention of this policy is to provide existing educators with a process that is consistent and transparent should they choose to apply for an open position.

The following process relates only to open Educator positions and does not include school administrator positions or other positions such as Educare employees, lunch duty aide, or administrative assistant roles. For the purposes of this policy, an 'Internal Candidate' is an educator that is currently employed by CLC, full or part-time and who has not been under a Formal Improvement Performance Plan within the last six (6) months. Internal Candidates are required to go through the Internal Application Process if the new position results in a significant role change, including, but not limited to, switching grade levels, content areas, or significant change in FTE percentage.

The following process (which has been designed to be consistent with our external hiring process) will be followed when there is an open educator position:

- 1) The Executive Director will **create a draft job description** for the open position. In this job description they will list the required FTE, desired qualifications, and other relevant information. This draft is given to the appropriate grade level team(s) for review and input.
- 2) To advertise the position internally, the job opening and job description are posted to the staff list.
- 3) Interested staff will be given two weeks to apply for the position. To apply interested staff must submit:
  - A letter of Interest
  - Current resume
  - A list of three colleagues (including their position and in what capacity the candidate has worked with them). The list should include at least one colleague with whom candidate has collaborated with outside their grade level team

No submissions will be considered after the application deadline has passed.

- 4) The Executive Director will review all submissions. If you meet the position qualifications and requirements as listed in the job description, the Executive Director will respond to you within a week of receiving your letter of interest to inform you that you will proceed to the next step. Internal candidates who do not meet the criteria of the job description will not be interviewed but will be informed of what qualification(s) they are missing.

## Approved

February 7, 2018

- 5) Qualified internal candidates will participate in a panel interview with the Hiring Team. Hiring Team members (6-8 members) may include:
  - a. One educator of the grade level team with the open position
  - b. One educator in the content area
  - c. One or two educators from the adjacent grade levels
  - d. One member of the Special Education team
  - e. The Executive Director and the Assistant Director
  - f. One or two parents from the appropriate grade level
  - g. One of the members of the CLC Board of Directors
- 6) The Hiring Team members will provide scores for each of the Internal Candidates based on the results of the interview. If the scores are satisfactory, then the Internal Candidate(s) would be asked to perform a Demonstration Lesson in the classroom (or grade level) where there is the open position. Hiring Team observers will score the lessons using a rubric. The team (or some portion of the team) will debrief with the candidate after their demo lesson to provide an opportunity to the candidate to reflect on their lesson.
- 7) If one candidate is left based on scores from the interview and demo lesson at this point, the Hiring team will meet to discuss results of the interview and Demo lesson. If it is determined that the Internal Candidate should be offered the job, the Executive Director will check two references from the list that was provided by the candidate with the other submission materials.
- 8) If the references do not point to any concerns, the Executive Director will offer the position to the Internal Candidate, with the understanding that the offer is not final until BOD approval.
- 9) If there is more than one Internal Candidate and both/all the candidates are tied with respect to the overall strengths exhibited in both the interview and demo lesson, then the candidate with the most seniority would be offered the job.
- 10) Once the hire has been approved by the BOD internal transfers are typically made as soon as reasonably possible. However, factors such as difficulty in filling the current role, availability of appropriate long term substitutes etc. may delay the timing of the transfer. The timing of the actual transfer will be determined by the Executive Director.
- 11) If no qualified Internal Candidate is identified through this process, the position will be opened up to External Candidates. If a CLC Educator who did (or did not) go through the Internal Candidate process is interested in applying at this point, they are welcome to go through the External Hiring process.