

External Candidate Interview Process

Process for Full-Time External Teacher Candidate Process

*Please note that this process would apply to only teacher candidates and not to administrative candidates. Also note that the intention of this process is to clarify the GC's role as the oversight body with ultimate hiring authority for CLC. As such, the parent members of the Search Committee will typically **not** be GC members. The process defined here, however, does not explicitly prohibit GC members from serving on the Search Committee; this possibility is left open to accommodate future contingencies.*

- 1. Director of School or Director of Curriculum initially screens all resumes**
- 2. Search Committee Screens qualified resumes to identify no more than 10 candidates**
- 3. Telephone Interviews by Faculty/Admin Committee Members**
- 4. Search Committee meets to discuss phone interviews in order to identify no more than three candidates to invite for a visit (and at least two "back-up" candidates)**
- 5. Each Candidate Visit is about half a day**
 - a. Search Committee Interview(s)**
 - b. Grade Level Team Interview(s)**
 - c. Demo Lesson**
 - d. Interview with Director of Curriculum**
 - e. Interview with Director of School**
- 6. Once all candidates have visited, Search Committee meets to discuss and decide on whether or not to recommend a candidate to the Director of School. If no decision can be reached, process starts over with three new candidates to invite.**
- 7. Director of School and Director of Curriculum do reference checks**
(Educators can also be a part of this process with an Admin present)
- 8. Director of School or Director of Curriculum presents verbal contingent offer to candidate for acceptance** *(All offers would be contingent on GC approval)*
- 9. Director of School presents proposed candidate's dossier to GC Board for final approval**

Search Committee (7-9 Members)

- **Director of Curriculum (or School Dir.)** *Search Committee Chair*
- **3-5 Educators (at least two from grade level)** *Approved by School Director*
- **Two parents from current CLC community**
 - *Dir. Of Curriculum selects names in consultation with PRT Reps and School Director*
 - *Parents Self-Select for interest on committee from communication by PRT Reps*
- **Director of School**

Decision Making Process – Consensus of Search Committee

“Consensus” would involve the search committee willing to support the recommendation to the GC Board. This is not a unanimous vote. “Consensus” means having as many members of the committee in favor of the decision and those who may be in opposition feeling as if their concerns have been heard and are able to support the will of the group.