

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

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| Book | CHPA Administrative Procedure Manual |
| Section | Chapter 5 Human Resources |
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SELECTION PROCEDURES FOR PRINCIPALS

A. Notification of Vacancy/Posting Notices

Upon official notification of a vacancy, the Human Resources Department will verify with the President/CEO that the position requires a replacement. Once replacement determination is complete, the Human Resources Department will review the current job description to verify accuracy of minimum qualifications and appropriateness of job duties.

Positions deemed vacant requiring a replacement will then be posted internally and externally within three business days by the Human Resources Department. This posting will be distributed by email to all staff members, listed on the CHPA website, and when necessary advertised in the appropriate media forums. The Human Resources Department determines the closing date of job postings in consultation with the department supervisor.

B. Announcement/Advertising

Once a position is approved for posting to the public, the Human Resources Department prepares the vacancy posting, which includes the job description listing the duties and qualifications, and the application procedures. The closing date of the posting will ensure sufficient time to recruit a diverse pool of well-qualified applicants.

C. Committee Composition and Appointments

The direct supervisor for the department with a fillable vacancy will provide recommendation of appointments to the Human Resources Department to form a screening committee. The Human Resources Department reviews the committee member recommendations to ensure diverse representation within the committee and adherence to CHPA polices and agreements where applicable. The Human Resources Department will determine the final composition of the screening committee.

Screening committees will consist of 3 to 5 full-time staff members and should not have less than 3, or more than 5 members under normal circumstances. The screening committee for Principal vacancies, and positions above Principal status (except President/CEO), will include 1 Board Member approved by the Board, as long as the committee does not exceed the 5 person limit. The following guidelines should be followed when composing a screening committee:

| Committee Composition | Number |
|--|---------------|
| Direct Supervisor of the department with vacancy MUST participate on the committee | 1 |
| Faculty from the Division – a faculty member from the department | 1-2 |
| Administrator/Support Staff – a staff member not from the department/division. (When a Board Member is selected to participate, this would constitute 1 seat of the 2 allowed in this category) | 1-2 |
| <i>Note: in order to ensure diversity, there must be a variety of committee members in the following areas:</i> <ul style="list-style-type: none">• Gender• Ethnicity• Positions within the school | |

Minimum of 3 committee members / Maximum of 5 committee members

Last Revised December 8, 2021