

Decision Making: Hiring (Certified Teachers, IAs)

Steps/Action	BLT	Principal	Staff	Students	Parents	Site Council	Committees: Hiring *	District
Invites Input							■	
Input Given by		■	■	■	■	■		
Convene Hiring Committee: Review info AS#1 specific training Review District rules							■	
Synthesize Input: Identify specifics for this hire (grades, skills, etc...)							■	
Create and send out RSVP		■	Input				■ Chair	
Paper Screen Applicants		■	■	■	■		■	
Principal reviews screened list of applicants and may add or subtract applicants in group setting		■					■	
Write Questions							■	
Determine Interview Committee Members							■ (Interview Team only †)	
Interview							■ (Interview Team only)	
Final Selection							■ (Interview Team only)	
Recommendation sent to District HR for certification check and hire		■						
Hire								■

* Hiring committee is composed of the Principal and any other members of the AS#1 community that have taken the district training.

† Interview team must be equal numbers of staff and parents (minimum three teachers) plus two students and principal.