

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5000-E/F Recruitment and Hiring: Non-Academic Staff (FT/PT)
Number	AP 5000-E/F
Status	Active
Legal	Chavez/Huerta K-12 Preparatory Academy Board of Directors Title VII of the Civil Rights Act of 1964 (Title VII) The Colorado Charter School Act 22-30.5-101 24-102-202 (1) 24-103-204
Adopted	March 8, 2016
Last Reviewed	March 8, 2016

SELECTION PROCEDURES FOR NON-ACADEMIC STAFF (Full-time and Part-time)

A. Notification of Vacancy/Posting Notices

Upon official notification of a vacancy, the Human Resources Department will verify with the Chief Executive Officer 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 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 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 form one of the CHPA academies	1
Administrator/Support Staff – a staff member from the same department/division (if applicable)	1-2
Administrator/Support Staff – a staff member not from the same department/division	1
<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 March 8, 2016