

It shall be the goal of Crown Pointe Academy to attract, develop, hire and retain the best available personnel in all areas of the school. This will be accomplished by developing a dedicated recruitment plan for all positions. The hiring process will consist of giving careful consideration to the candidate's qualifications, attitude, and their ability to integrate into our charter school environment.

In addition, Crown Pointe Academy will remain competitive in terms of providing an excellent working environment, as well as offering competitive salary and benefit packages that are fiscally sound. Teachers will be certified, or will be encouraged to become certified, within two years of employment.

With the exception of hiring the Executive Director, the Academy Board delegates all hiring responsibilities to the Executive Director. The Executive Director may form a hiring committee, which may include both internal and external stakeholders at the Executive Director's discretion.

Crown Pointe Academy is an equal opportunity employer and as such, does not discriminate in the hiring process due to race, color, religion, sex, age, national origin, marital status, lifestyle choice or disability of an otherwise qualified individual. Applicants shall be able to deliver quality instruction. There will be no preference given to parents or relatives of current or former students or staff. The hiring process will begin when the Executive Director becomes aware of a potential opening. Multiple open positions may be consolidated into one advertisement. Openings will be advertised by at least three of the following methods:

- Staff work areas
- School website
- Professional job websites (Monster, Craigslist, Case, LinkedIn, Indeed, etc.)
- Teacher recruitment fairs
- School publications
- CDE, CLCS and other websites, publications and job boards
- Newspapers and journals

The Executive Director will develop a job application that will include:

- Personal data
- Job history
- Four references (at least one prior supervisor)
- Education
- Requirement for a current resume

The Executive Director will develop an interview form to ensure consistency and fairness. The Academy Board may review the interview form. The Executive Director may develop an interview form with generic questions as well as questions specific to the position sought to be filled. For clerical positions a performance assessment in technology application or written communications may be requested.

An in-person interview is preferred prior to hiring. If a phone or virtual interview is conducted, or no face-to-face contact is established during the hiring process, the Director is required to make this known to the Academy Board.

Each applicant shall be requested to complete a consent-and-release form allowing the school to conduct a pre-employment background investigation. All pre-employment background reference checks should occur prior to recommendation of employment.

The following background/reference checks will be conducted for all applicants/positions before hiring:

- Colorado Bureau of investigation (CBI) criminal background check (online)
- Phone contact of at least three of the given references; one to include a former supervisor in order to discuss experience and job performance
- Any other requirements as defined by Colorado and Federal laws
- Applicants without a Colorado teaching license available for review must have:
 - o FBI fingerprinted background check
 - o CBI fingerprinted background check (if applicable)
- Internet search on any candidate being seriously considered

Employees may begin their assignments before the results of the fingerprinted background checks are received. The contract will be signed with an addendum stating employment is contingent upon the results of the background check.

The Academy Board has the option to review the application and accompanying paperwork of any final candidate(s). This paperwork will be approved by the Executive Director and consist of:

- The original application
- Current resume
- Interview form
- All background check forms

Any false statement on the application or accompanying paperwork shall be cause for immediate removal of hiring consideration or termination of employment.

Every effort will be made to insure all candidates meet the requirements of "No Child Left Behind"

Supporting procedures: Recruiting Plan and Hiring Process

Adopted: February 18, 2009

Reviewed: December 10, 2025

Revised: December 10, 2025

Rationale: New policy referencing the hiring policy draft, recruitment plan draft and hiring process developed by Swanson Education Consultants. 2015 removal of CPA G3 number. To be in alignment with new Charter Contract Authorizer. Changes on December 10, 2025 reflect the current designation of the school director as the Executive Director and clarify the Executive Director's discretion regarding hiring committees and interview questions.