



# GATEWAY PREPARATORY ACADEMY

A M O N T E S S O R I C H A R T E R S C H O O L

## Hiring Practice and Policy:

Openings at the Academy will be in three different categories:

1. Administration
2. Licensed teachers
3. Support staff

ALL HIRING OF NEW POSITIONS MUST BE WITHIN THE BOARD APPROVED BUDGET GUIDELINES EXCEPT IN CIRCUMSTANCES WHERE COMPLIANCE TO STATE OR FEDERAL LAW REQUIRES THE NEW POSITION (i.e. IEP mandated special education services)

### 1. Administration-

- Openings are posted in as wide a range as is practical. And should be posted for two weeks.
- A screening committee including Board members, staff, and parents should be assembled by invitation of the board.
- All applications are reviewed and qualified candidates are scheduled for interviews.
- Interviews are conducted by the screening committee.
- A minimum of two candidates are invited for a follow-up interview with the board.
- Hiring by the board- Salary is negotiable

### 2. Licensed teachers-

- Openings are posted in as wide a range as is practical and should be posted for two weeks.
- The administration should screen candidates with a preference given to Montessori experience and eligibility for a Utah teaching license a requirement.
- Interviews are conducted by a team including Administration, teachers (lead teacher and one other from the team) and support staff.
- A minimum of two candidates are invited to return for a follow-up interview with the administration and lead teacher and others invited.
- Hiring decision by the administration and lead teacher.
- Salary based on established schedule.

### 3. Support staff- all hourly positions

**Gateway Preparatory Academy**  
GPACCharter.org  
201 E Thoroughbred Rd.  
Enoch, UT 84721

- Openings posted internally and within the community for at least two weeks.
- The administration should screen candidates with a preference given to Montessori experience and a willingness to pursue training and licensure.
- Interviews conducted by the administration and supervising teacher with the lead teacher invited.( a minimum of three candidates).
- One or two candidates should be invited for a follow-up interview.
- Hiring decision is made by the administration.
- Salary is based on education and experience.

**In emergency situations the director may appoint an interim employee to cover a position for the duration of the hiring period (two weeks).**

**Approved by the board – September 8, 2011**