

HIRING POLICY

Job openings at the Gateway Preparatory Academy will be in three different categories:

1. Administration
2. Licensed teachers
3. Support staff

Administration

- Openings are posted in as wide a range as is practical. And should be posted for two weeks.
- A hiring 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 hiring committee.
- A minimum of two candidates are invited for a follow-up interview with the board.
- Hiring by the board - Salary is negotiable

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 charter-specific experience, Montessori experience and eligibility for a Utah teaching license is a requirement.
- Interviews are conducted by a team including Administration, teachers (lead teacher and one other from the team).
- A minimum of two candidates are invited to return for a follow-up interview with the administration and lead teacher and others invited. This second interview may include classroom observations with feedback, teaching a lesson, or other classroom activities.
- Hiring decision by the administration.
- Salary based on established schedule.

Support staff

- Openings posted internally and within the community for at least two weeks.



- The administration should screen candidates with a preference given to charter-specific experience, Montessori experience and a willingness to pursue training and licensure.
- Interviews conducted by the administration and supervising teacher with the lead teacher invited.
- Hiring decision is made by the administration.
- Salary is based on education and experience.

General:

- For support staff and licensed teachers, the administration may consider and make in-school transfers before opening the position.
- All hiring must be within the school's approved budget, except in cases where a law or rule requires the new position (i.e. mandated special education services).
- All applicants must comply with the Background Check Policy prior to beginning employment.
- Gateway Preparatory Academy does not offer tenured or guaranteed employment. The school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice, including after any evaluation period.

Reviewed and approved March 22, 2018.