

HIRING POLICY

Job openings at 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 ordinarily 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 ordinarily for 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 license eligible 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

September 10, 2020