



Hiring Process

In order to increase efficiency in hiring/ retention and to ensure consistency and compliance in the recruitment and selection process, it is recommended the following steps be followed. This policy is intended to be used as a reference to the Hiring Process at Los Angeles Leadership Academy.

Step 1: Identify Vacancy

When it is determined a new position is needed, the administrator will email the Human Resource Office of the vacancy. Ensuring alignment with the job description, they will note the minimum requirements desired (i.e. degrees, minimum number of years of experience, etc.).

If a new position is created, a job description outlining all duties, responsibilities, and qualifications is required, along with the Executive Directors approval. **The Executive Director/ Superintendent reserves the right to appoint qualified internal candidates and external candidates to vacant positions.**

Step 2: Job Posting

The Human Resource Office will post the vacant position, along with Job Descriptions and desired requirements, via some the following avenues:

1. Edjoin: www.edjoin.org - Postings for a minimum of 10 calendar days, or until filled.
2. CA Charter School Association: <http://www.publiccharters.org/job-board/>
3. LALA website: www.laleadership.org
4. Internal email sent to LALA staff: notifying them of possible job openings
5. Job Board: printed and posted for all employees to view

Step 3: Screening Process

The Human Resource Office will conduct all paper screenings; ensuring candidates meet all applicable requirements (e.g. credentials, degrees, experience, etc.).

Candidate(s) not moving on to the next round

Human Resource Office will send a letter to all candidates that didn't move to the next round, thanking them for their submission.

Candidates moving on to the next round

Human Resources Office will provide each Administrator with a *candidate packet* consisting of each qualified applicant's resume, letter of intent, letters of recommendation, and credentials, if applicable. In addition, they will receive the job description along with interview questions/ writing prompts related to the position.

Upon receiving *candidate packets*, the administrator is responsible for setting up interviews with potential candidates, as well as calling references (if approved by candidate). Notification of formal interview date and time will be emailed to interview panel. A list of what to ask during reference checks will be utilized as reference.

Step 4: Interview Process

Interview Process for Administrators

1. Formal Interview

The Interview Panel will consist of a minimum of 1 administrator, minimum of 2 teachers, 1 counselor, 1 Human Resource official.

- a. Writing Prompt - candidate completes writing prompt upon arrival. The same predetermined prompt is given to all candidates
- b. Formal Interview with Panel - predetermined interview questions are issued to the interview panel prior to the interview. All candidates will be asked the same questions.

Upon completing the formal interview, the panel members will complete their evaluations and interview notes. Candidate evaluations will include only those comments which are relevant to the requirements of the position.

Once all the interviews have been completed, the interview panel will meet to discuss the candidates and make an objective decision for those moving to the next round. The documentation will demonstrate the selection criteria.

Candidate(s) not moving on to the next round

All formal interview documents shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. Human Resource Office will send a letter to all candidates that didn't move to the next round, thanking them for their submission.

2. Meet and Greet

Following the Interview, the candidates will be invited to meet and collaborate with stakeholders (e.g. teachers, parents, students, staff, etc)

Once the Interview and Meet and Greet have been completed for all selected candidates, the interview panel will meet and make a recommendation to the Executive Director/ Superintendent or administrative designee as to which candidate should fill the position. The documentation will demonstrate the selection criteria.

Candidate(s) not selected for the position

All interview documents (i.e. formal interview and demo lesson evaluations) shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. Human Resource Office will send a letter to all candidates that didn't get selected, thanking them for their submission.

Selected Candidate

All interview documents (i.e. formal interview and demo lesson evaluations) shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. The Chief Executive Officer/ Superintendent or Human Resource Office will contact the final candidate and issue them a LALA Offer Letter. The Executive Director/ Superintendent will then notify the Human Resource Office so that they can close the job posting and begin the required paperwork with the selected candidate.

Interview Process for Teachers

1. Formal Interview

The Interview Panel will consist of a minimum of 1 administrator, minimum of 2 teachers, 1 counselor, 1 Human Resource official.

- a. Writing Prompt - candidate completes writing prompt upon arrival. The same predetermined prompt is given to all candidates
- b. Formal Interview with Panel - predetermined interview questions are issued to the interview panel prior to the interview. All candidates will be asked the same questions.

Upon completing the formal interview, the panel members will complete their evaluations and interview notes. Candidate evaluations will include only those comments which are relevant to the requirements of the position.

Once all the interviews have been completed, the interview panel will meet to discuss the candidates and make an objective decision for those moving to the next round. The documentation will demonstrate the selection criteria.

Candidate(s) not moving on to the next round

All formal interview documents shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. Human Resource Office will send a letter to all candidates that didn't move to the next round, thanking them for their submission.

Candidates moving on to the next round

All formal interview documents shall be placed in the *candidate's packet* and kept by the administrator for the next round. The administrator is responsible for setting up a Demo Lesson with the selected candidates. Notification of Demo Lesson date/ time will be emailed to the panel.

2. Demonstration Lesson

The Interview Panel will consist of a minimum of 1 administrator, minimum of 2 teachers, 1 counselor.

- c. Lesson Plans - candidates will submit a lesson plan, including the following components, as outlined in the CBA
 - i. Standards
 - ii. Language Objectives
 - iii. FLT's (Focus Learning Target)
 - iv. 21st Century Standards/Social Justice/Leadership
 - v. Measurement of Student Success/Assessment
- d. Demonstration Lesson – candidates will give a 20-30 minute demonstration to the panel, following the plan submitted. After the lesson, panel may have a Q&A with candidate regarding lesson presented

Upon completing the demo lesson, the panel members will complete their evaluations and notes. Candidate evaluations will include only those comments which are relevant to the requirements of the position.

3. Meet and Greet

Following the Demo Lesson, the candidates will be invited to meet and collaborate with stakeholders (e.g. teachers, parents, students, staff, etc)

Once the Demo Lessons and Meet and Greet have been completed for all selected candidates, the interview panel will meet and make a recommendation to the Executive Director / Superintendent or administrative designee as to which candidate should fill the position. The documentation will demonstrate the selection criteria.

Candidate(s) not selected for the position

All interview documents (i.e. formal interview and demo lesson evaluations) shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. Human Resource Office will send a letter to all candidates that didn't get selected, thanking them for their submission.

Selected Candidate

All interview documents (i.e. formal interview and demo lesson evaluations) shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. The administrator will contact the final candidate and issue them a LALA Offer Letter. The administrator will then notify the Human Resource Office so that they can close the job posting and begin the required paperwork with the selected candidate.

Interview Process for Classified

1. Formal Interview

The Interview Panel will consist of a minimum of 1 administrator, minimum of 2 teachers, 1 counselor, 1 Human Resource official.

- a. Formal interview with Panel - predetermined interview questions are issued to the interview panel prior to the interview. All candidates will be asked the same questions.

Upon completing the formal interview, the panel members will complete their evaluations and interview notes. Candidate evaluations will include only those comments which are relevant to the requirements of the position.

Once the formal interview has been completed, the interview panel will meet and make a recommendation to the Executive Director / Superintendent or administrative designee as to which candidate should fill the position. The documentation will demonstrate the selection criteria.

Candidate(s) not selected for the position

All interview documents (i.e. formal interview and demo lesson evaluations) shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. Human Resource Office will send a letter to all candidates that didn't get selected, thanking them for their submission.

Selected Candidate

All interview documents shall be placed in the *candidate's packet*, and submitted to the Human Resource Office. The administrator will contact the final candidate and issue them a LALA Offer Letter. The administrator will then notify the Human Resource Office so that they can close the job posting and begin the required paperwork with the selected candidate.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 section 504 of the Rehabilitation Act of 1973).

The District does not discriminate against any person on the basis of gender, race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability. The district will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs.

Complaints alleging noncompliance with this policy of nondiscrimination should be directed to Arina Goldring, Executive Director, at (213)381.8484

or agoldring@laleadership.org.

DECLARACIÓN DE NO DISCRIMINACIÓN (Título VI del Acta de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972 la sección 504 de la Ley de

Rehabilitación de 1973). El Distrito no discrimina contra ninguna persona por razón de su sexo, raza, color, religión, origen nacional, grupo étnico, orientación sexual real o percibida, estado civil o de paternidad, incapacidad física o mental. El distrito tomará medidas para asegurar que la falta de Inglés no será una barrera para la admisión y la

participación en los programas del Distrito. Para presentar una queja sobre discriminación deben ser dirigidas a Arina Goldring, Directora Ejecutiva, al (213) 381.8484

o agoldring@laleadership.org.