

# Hiring Process 2014

When Kerry Street Community School needs to hire a main Class Teacher, Teaching Assistant, Coordinator, or other person who will be maintaining a lot of presence at the school and with the children, the following process is applied.

1. An advertisement is placed in relevant media.
2. A hiring committee is formed of approx. 4-7 people broken down into 2 subcommittees. The selection subcommittee, consisting of 2 or 3 people representing management (Coordinator) and council (Self Nominated). The Interview subcommittee, consisting of no more than 4 people and should consist of the Coordinator, a representative of Council, a staff member, and a parent (from the relevant grade pool). It is felt that this group is equally representative of Management, Governance, Peer Group and Class Parents.
3. In the case of hiring a new Coordinator, there should be at least 2 Council representatives on the interview committee.
4. All resumes and cover letters are forwarded to the selection subcommittee who discusses the applicants and decides on who will be interviewed.
5. The selection subcommittee may re-advertise the position if they feel the applicant pool is too limited.
6. Selected Applications are then forwarded to the interview subcommittee.
7. Applicants not shortlisted for interview will be notified by email or letter by the Coordinator.
8. The Coordinator schedules the interviews.
9. There is a list of questions in the school's hiring file, which can be used to question applicants, or the interview subcommittee can agree on the questions which are to be asked. During the interview, other questions can be asked if relevant.
10. If the position to be filled is not urgent, a part of the interview process is to inform the applicant as to how our school runs day to day and to see them in the school environment.
11. Once interviews have been completed, the interview subcommittee decide who the successful applicant is.
12. The interview subcommittee can re-interview any or all applicants if they feel it is required.
13. Applicants unsuccessful after the interview process will be notified by a phone call from the Coordinator.
14. The successful applicant is phoned and a meeting organized with the Coordinator to finalise the hiring process.