

Kingdom Christian Academy
~ Internal Policy ~

TITLE: Hiring Process
EFFECTIVE DATE: September 1, 2007 Policy # : 2007-001
RELATED POLICIES & FORMS: KCA By-Laws

1. **Applications** – Employment packets shall be kept on file at the main office and produced or mailed to inquiring applicants in a prompt manner by office personnel. Employment packets shall contain, but are not limited to, the following documents.

- a. A welcoming form letter on KCA letterhead, signed by the principal or a board member
- b. Job description
- c. The most recent application form approved by the board
- d. Copy of “Individual’s Request to Release Information” form (Appendix E)
- e. Statement of Faith and Doctrine
- f. Notice of Non-Discrimination Policy as follows (required by the IRS for non-profit status):

NOTICE OF NON-DISCRIMINATION POLICY:
Kingdom Christian Academy employs persons of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

2. **Teacher Pre-Interview** – Upon the need to fill an opening for a teacher position, the Principal (or a board member) shall promptly schedule a Pre-Interview of the applicant prior to the applicant’s interview before the school board. Only with special exception, as determined by the board, the Principal shall forward all applicants who have been pre-interviewed to the board for consideration so long as such applicants possess the following minimum qualifications:

- a. A completed application is on file with KCA
- b. Possession of a bachelor’s degree or higher degree from an accredited university or college

The principal should work closely with the board president (or the president’s designee) when scheduling for the board interview of the applicant and with consideration of the time needed to inform all of the other board members of the meeting date, time and location.

3. **Notification of Applicant-** Upon approval by the school board to hire a new full-time teacher, the principal (or a board member) shall promptly contact the applicant and inform them of the boards decision, when feasible. In the event the applicant has applied for the Principal position, a board member shall contact the applicant. During notification, the applicant shall be informed that a contract will be offered, and the signing and notarization of the “Individual’s Request to Release Information” form will be required, if not already provided by the applicant.

4. **Employment Contracts-** Newly-hired and/or renewing Teachers and Principals shall be required to sign a contract coinciding with the concurrent or upcoming school year. Contracts shall not be considered in effect until signed by both the applicant and a member of the school board. Contracts shall indicate therein the date of hiring or renewal, for payroll purposes, and shall end on July 31st of the last quarter of the school year for which the contract is being offered. The contract shall be on the most recent form of “Employment Contract”, along with approved wording, as officially authorized by the board. A copy of the most recent “Employment Contract” form shall be filed along with this policy as

Appendix A (for new hires) and Appendix B (for annual renewing contracts). All contracts offered to “new” hires shall include therein at least the following statement:

- *“Probationary Period: There shall be a probationary period of 6 months from time of hire. The board shall conduct an evaluation near the end of the 6 month period based on professional conduct and performance. The employee may be terminated at the will of the employer, without cause if decided by the board. Any unprofessional conduct reviewed by the board is means to terminate the employee at any time during employment.”*

5. **Background Checks-** The school board shall conduct, or delegate the task of conducting, the following minimum background checks on newly hired teachers, and/or full-time staff, but only after a conditional offer of employment has been made:

- a. Missouri State Highway Patrol Request for Criminal Record Check (see Appendix C)
- b. Department of Homeland Security Employment Eligibility Verification / IRS Form I-9 (see Appendix D)
- c. Missouri Judiciary Online Court Search (www.courts.mo.gov/casenet/)
- d. Dru Sjodin National Sex Offender Registry Online Search (www.nsopr.gov/)
- e. Contact the applicant’s current or most recent pastor
- f. Employment Inquiries for at least the applicant’s employers from the previous 10 years, to include any volunteer organizations. Employment inquiries should be used to determine:
 - i) Verification of dates of employment

- ii) If the employees integrity was ever in question
- iii) If the employee is eligible for re-hire
- iv) If the employee was ever disciplined, and/or terminated

AUTHORITY _____
(KCA School Board)

Date Approved By Board: _____