

I. PURPOSE

The purpose of this policy is to ensure that Athlos Academy of Jefferson Parish, jointly with Athlos Academies, uses an objective process to hire the best candidate for the role of Lead School Administrator.

II. PROCEDURE

- A. Athlos Academy of Jefferson Parish agrees to abide by the following procedures for the hiring of a Lead School Administrator.

Description of Task	Responsible Party	Date
Development of Evaluation Tools: <ul style="list-style-type: none"> • Job Description • Application Form • Document Review rating matrix • Minimum Standard Phone interview questions • Phone interview rating matrix • Minimum Standard In-Person interview questions • In-Person interview rating matrix 	Athlos Hiring Team	Late September
Approval of Job Posting	Board	Late October
Job Posted <ul style="list-style-type: none"> • indeed; • topschooljobs; • teacherteachers; • edjoin; • school website; • athlosacademies.org 	Human Resources	Approximately November 1 st
Applications Accepted Complete an application, available for download at athlosacademies.org -Email the following to HR@athlosacademies.org <ul style="list-style-type: none"> • Application • Resume/CV • Cover Letter • Copy of Active Educator/Administrator License 	Human Resources	Application Window: Approximately November 1 st -30 th ; Minimum 3 weeks
Document Review and First Cut, based on the following criteria: <ul style="list-style-type: none"> • Experience as an Administrator or with Significant Administrator Duties • Advanced Degree in an Education Field 	Human Resources	First Cut Review: Approximately December 1 st

School Leader Hiring Process

<ul style="list-style-type: none"> • Minimum of 3 years of experience in a K-8 educational setting 		
<p>Document Review and Second Cut:</p> <ul style="list-style-type: none"> • Athlos Hiring Team Representative conducts a blind review of resumes, using document review rating rubric • Those below score threshold receive review by a second Athlos Hiring Team Representative for exceptional candidates • Those still below threshold are cut • A minimum of five candidates (or all those applying, if fewer), proceed to Phone Call Screenings 	Athlos Hiring Team Representatives	Second Cut Review: Early December
<p>Phone Call Screenings:</p> <ul style="list-style-type: none"> • Questions based on a minimum standard list • Scoring rubric used to evaluate responses to standard questions • References of successful candidates checked at this stage • Those with adequate reference checks and Phone Interview scores exceeding a minimum threshold proceed • A minimum of three candidates proceed to the panel interview 	Athlos Hiring Team Representative	Interviews: Early to Mid-December Third Cut Review: Mid-December
<p>Panel Interview:</p> <ul style="list-style-type: none"> • Questions based on a minimum standard list • Scoring rubric used to evaluate responses to standard questions • Preference order determined by Athlos Hiring Team 	Athlos Hiring Team	Mid-December to First week of January
<p>Presentation to the Board:</p> <ul style="list-style-type: none"> • All candidates through Third Cut are presented to the board for consideration 	Board	First week of January
Collaborative decision between Board and Athlos HQ based on all data	Athlos Hiring Team Board	Board Endorsement: By Approximately January 31 st or at special board meeting prior to this date

Note: Offer extended by approximately January 31st with start date of ASAP (if possible, part time off hours considered as School Leader needs to transition).