



Challenge Charter School

Arizona's First Official Core Knowledge School

2007 National Blue Ribbon School

2007 National Charter School of the Year



EMPLOYMENT PROCESS

1. ***Submitted resumes:***
 - a.) ***Advertisement in Media: newspapers; journals; on-line.***
 - b.) ***Brought forward by others or unsolicited submittals.***
 - c.) ***They are reviewed by a member of Management Team:***
2. ***Prospective Employees are called and a 1st interview is scheduled with CEO, Ex. Director, Principal, and other invited Senior Management Personnel.***
 - a.) ***Candidates are asked to fill out appropriate employment applications, provide letters of reference, proof of: Graduation, Certification, NCLB Highly Qualified Status, Class One Fingerprint Card, etc.***
 - b.) ***The Executive Administrative Team: CEO; Executive Director; Principal; is the only hiring entity. For non-teaching positions candidates are usually hired on the recommendation of the appropriate department head, i.e. Transportation, Facilities; Food Service, etc.***
3. ***Upon successful screening at the first interview, prospective classroom teachers are usually asked to spend time in the classroom with appropriate grade level Master Teacher.***
4. ***Second or even third interviews may be required both by the Ex. Admin. Team, or Master Teachers.***
5. ***References are checked and verified.***
6. ***Based on openings and position requirements, we will offer position(s) to the best qualified applicant(s).***
7. ***Once selected and acceptance is indicated by candidate(s), they are to complete and provide all required employment documents.***