

This is a section pulled from the RSSAA Governance Plan 2022-23. Please see that document for full information on school governance.

II. PRACTICES and PROCEDURES – HIRING FULL-TIME FACULTY

Decisions Regarding Class Teacher Looping

1. The success of the Class Teacher model depends on mutual support between teachers. Successful decisions around Class Teachers depend on working together as a faculty to continually assess the needs of each class and group of parents, and each Class Teacher.
2. The Class Teacher Model is used to support Class Teachers through transitions at the end of 5th and 8th grades. The Class Teacher Model applies to teachers in good standing with no unresolved SIPs. All matters of teacher support and separation should be handled under the support and separation of employment processes. The assumption for each Class Teacher transition will be that the teacher will be continuing.
3. When a Class Teacher meets a transition point identified in the Class Teacher model (currently 4th and 7th grades leading to decisions after 5th and 8th grades), the Class Teacher Looping Model (below) will be used to facilitate the looping process.
4. Class Teacher Looping Model

The success of the Class Teacher depends on mutual support between teachers. Successful decisions around Class Teachers depend on working together as a faculty to continually assess the needs of each class and group of parents, and each Class Teacher.

Annually the Carrying Group at each level of the school will meet with all full-time (core faculty at the High School) teachers to discuss the current school year and the individual teacher's plans and aspirations for the coming year(s).

The Class Teacher Looping Model is used to support Class Teachers through transitions at the end of 5th and 8th grades. The Class Teacher Looping Model applies to teachers in good standing with no unresolved Support and Improvement Plans. The assumption for each Class Teacher looping transition will be that the teacher will be continuing, and the process outlined in this document will be used to support all teachers in good standing at the end of 4th and 7th grade.

Process to be followed:

- A. By the spring of 4th or 7th grade the Lower School Carrying Group will meet with the Class Teacher to discuss his or her future plans, including

which, if any, class or classes they are interested in leading after completing their 5th or 8th grade year. No commitments are expected either way during this conversation, but it should be the start of an open and clear process.

B. In September of the 5th or 8th grade year the Carrying Group will have a second meeting with the individual teacher and, if they are still interested in looping into another classroom in the following fall, will arrange for the Class Teacher to observe the children and talk with the current teacher(s) of each class.

C. After this period of observation and reflection, the Class Teacher will have a period of time to speak with colleagues and to reflect and is then asked to write a letter of intent to the College of Teachers, submitted through the Carrying Group. This letter should be shared with the College as soon as the transitioning teacher is confident of the route they wish to take, but at the latest it must come to the Carrying Group by the Monday after the end of the Winter Break. The Carrying Group will then share the content with the College.

D. After the letters are received and the Carrying Group has had conversation with the involved teachers, if it is clear that the decisions that need to be made are not within the classic Teacher Looping Model then the Carrying Group will inform the College and ask them for approval to move forward in one of two ways:

- a. The College can approve the Carrying Group working to make the best decisions possible and to move forward without additional College review
- b. The College can ask the Carrying Group to return to the College for a review cycle (as in a fulltime hire process) before the Teacher Looping Model decisions are finalized.

Example of situations that might meet this requirement include when a class teacher in another grade has shared an intention to leave the school (meaning that there are more than the two regular potential openings), or when a class teacher has requested a move to a position other than the two traditionally available positions.

E. If the teacher chooses to loop and continue on with the school the process will continue as below (step G). However, if the teacher has decided to step back from class teaching in some way (applying for a different position in the school, moving to part time work, retiring, resigning, etc.) the Carrying Group will work with the teacher to communicate with the College, promptly inform the school community,

and start the search for a teacher for the open position.

F. If the teacher is choosing to take a year's break (in the absence of a school sabbatical policy) before continuing on with a class, the College, with the support of the Carrying Group, will take up the discussion of how the teacher will re-enter the rotation of class teachers and will work to provide as much certainty as reasonable for the teacher. The College may be unable to guarantee a position for the teacher, but everyone should be clear about what the teacher has been assured of.

G. If the teacher chooses to loop and continue on with the school the Carrying Group will then meet with the teacher to hear their intention and to ask questions that arise. The Carrying Group will decide which class the teacher will lead, taking into consideration the needs of the school. This decision will be made by the Carrying Group using the consensus model outlined in the College Manual. Ideally, decisions about Class Teachers for the following school year will be made by January 15. As soon as the Carrying Group has made these decisions they will be shared with the College and the College will meet with the teachers to hear of their intentions, talk through their new commitments, and provide care and support for the transition.

H. Once a decision is made about the class that the looping Class Teacher will be taking in the following school year the Carrying Group will coordinate the communication to other colleagues, the upcoming class parents, and the community as a whole. In addition, the Carrying Group will work with the FDC to ensure that mentoring and support is in place for the looping teacher.

Applications for Open Positions by Current Employees

1. A current employee may express interest in applying for a full-time opening by speaking to members of the appropriate Carrying Team.
2. A current full-time employee or a part-time employee working with a class in question (e.g. a class assistant) may declare interest in a position before it is posted. In that case the Carrying Group will consider their application, using the Hiring Team process in an expedited manner before posting the position.
3. If a current employee declares their interest in a position after it is posted, then they will go through the hiring process as will all other candidates.

Process for Hiring Full-Time Faculty

1. The Carrying Group for each Level will propose a job description and process for each particular opening and will propose a Hiring Team for each job opening or

group of openings. Hiring Team members will include the Carrying Group and other full-time teachers, including College members and long-time teachers in the school as much as possible. The Faculty Chair for each Level will bring the recommendation for the Hiring Team composition to the Faculty Meeting for approval on a regular meeting agenda. At this meeting, the broader full-time faculty may have a conversation about the job descriptions and necessary skills and qualifications, and if appropriate together create the final job description and the Hiring Team membership. If the position includes teaching at more than one level of the school the Hiring Team would be strengthened by the inclusion of one member from the level that the teacher will be less active in. This is a recommendation about the make-up of the Hiring Team not a requirement.

2. If a teacher leaves mid-year, it is recognized that there will often be an immediate need to fill a position, especially for a Class Teacher. The Carrying Group is authorized to find a temporary substitution solution for a period of weeks or a few months. However, a long-term or replacement teacher will be determined through the full-time hiring process as with other full-time hires.

3. The Hiring Team will operate under the RSSAA confidential consensus decision making process. All Hiring Team members will sign the Hiring Team Agreement and work within the guidelines presented in that agreement.

4. Members of the Carrying Group will work together to determine meeting times and to determine the appropriate personnel (usually a Coordinator) to perform the following steps in the hiring process:

- a. Posting job openings on the appropriate websites (RSSAA website, <http://jobs.waldorftoday.com/>, etc.).
- b. Gathering and reviewing applications.
- c. Checking references.
- d. Communicating with applicants.
- e. Vetting the applicant pool, sorting into the more viable and least viable candidates.
- f. Communicating with and thanking applicants who are not qualified.

5. Preliminary interviews:

- a. The Hiring Team will decide if preliminary interviews are appropriate – they are not a necessary part of the process.
- b. The Hiring Team will decide on verbal and written questions to be addressed to the candidate in advance of the preliminary interviews.
- c. Preliminary (screening) interviews (possibly on Skype with distant candidates) will be organized and conducted by Hiring Team members.
- d. If preliminary interviews are conducted the Hiring Team will decide which candidates to proceed with for model teaching and in-person interviews.

6. Formal interviews:

- a. The Carrying Group will organize interviews and take on such tasks as setting dates of interviews, arranging travel and housing, setting up model teaching, and setting up opportunities for candidates to speak with the teachers in whose classes they will be teaching. The Carrying Group may set up an event so every full-time teacher (core faculty at the High School) within that Level of the school can meet the candidate. This is recommended if the candidate is not already part of our school community.
- b. The Hiring Team will decide on verbal and written questions to be addressed to the candidate in advance of the formal interviews.
- c. Hiring Team members will attend model teaching and interviews. The Carrying Group will establish regular meeting times for the Hiring Team to work towards a consensus recommendation as candidates are interviewed.

7. Making a recommendation

- a. When the formal interviews have been completed, the Hiring Team will meet one or more times to share feedback and discuss which candidate seems best suited for the position and the school.
- b. Ideally, the candidate who is about to be recommended will have a meeting with the College of Teachers. The purpose of the meeting will be for the College to get to know the candidate through a biographical introduction and questions, and for the candidate to get to know more about the school. In some cases, for instance if a candidate is from out of town, the College meeting may occur before the Hiring Team has come to a recommendation if they feel this is a strong candidate. Members of the Hiring Team will be invited to join the College for this meeting.
- c. The College of Teachers will have an opportunity to offer feedback about the candidate. After a visit by a candidate the College members will go around to share feedback and input.
- d. After a visit to the campus by a candidate, other employees who have had contact with the candidate will have an opportunity to give written or verbal feedback about the candidate to the Carrying Group which will be shared with the Hiring Team if deemed appropriate by the Carrying Group.
- e. The Hiring Team will come to a recommendation using the consensus model outlined in the College of Teachers Manual.

8. Making a decision

- a. The Carrying Group is the decision-making group in full-time teacher hiring. After the Hiring Team makes a recommendation, the Carrying Group will meet to confirm the decision by consensus.
- b. If the Carrying Group agrees to move forward with the hiring recommendation, they will meet with a Review Team to review the process.
- c. If the Carrying Group, after reviewing the Hiring Team's recommendation, has strong reason not to follow the recommendation of

the committee (for instance, some confidential information is uncovered in references, a background check, or other extenuating circumstances are learned that cannot be shared with the full Hiring Team), they are given the authority to not follow the recommendation. However, before any further decision is made (for instance, to hire another applicant in the pool), the Carrying Group will reconvene the Hiring Team, inform them of their decision, and embark on a new consensus process to decide the next steps as outlined in Step 6 above. If the Hiring Team is not in agreement to proceed with any remaining candidates, then the hiring process may be opened again, and a new job posting made. Alternatively, if the position is not critical and can go unfilled, the Carrying Group may decide not to fill the position at that time. The Review Team will be apprised of these developments and ensure that the school's policies and procedures have been followed at all steps, and the College will be kept informed.

d. Once a decision has been made the Carrying Group will communicate it to the full Hiring Team. The Carrying Group will also ensure that there is consciousness around informing the affected students.

9. The School Administrator and Business manager will calculate salary and benefits and prepare the offer packet. The School Administrator will be the primary communicator around salary and benefits.

10. The Carrying Group will communicate the job offer. The offer around salary and benefits will be communicated by the School Administrator. Any discussion about salary and benefits will be conducted by the School Administrator.

11. Once a job offer has been formally accepted, communications around the announcements of the new teacher will be managed by the Carrying Group.

12. Once a job offer has been formally accepted, the Hiring Team will meet one final time and make a recommendation to the Faculty Development Committee about appropriate support and mentoring. This is an opportunity for any areas where support would be useful that have been identified in the hiring process to be shared with FDC before they arrange mentoring. The Carrying Group will meet with the new hire to communicate about their recommendation to FDC regarding mentoring needs for the coming year. If the Hiring Team did not identify any areas where this would be helpful, then no recommendation needs to be made. Either way, FDC is still free to choose a mentor and to use the information offered by the Hiring Team as FDC chooses.

13. The Hiring Team for that particular job will be dissolved after the hiring process is complete.