

## **Hiring Team Member Agreement Rudolf Steiner School of Ann Arbor 2021-22**

Job this team is created for: High School Curriculum and Activities Coordinator

Carrying Group Member Responsible for Coordination: Sian Owen-Cruise

Serving on a Hiring Team is a service to the Rudolf Steiner School of Ann Arbor but also carries specific responsibilities for the team members. As a Hiring Team member you agree to the following:

- Participate in as much of the full hiring process as possible. It is understandable that at times you will not be able to attend an individual meeting, but you agree to attend as much as possible and to step back from the team if you are unable to participate in candidate visits and interviews.
- Read and agree to “Appropriate Interview Questions at the Rudolf Steiner School of Ann Arbor”.
- Read and understand the “Process for Hiring Full-Time Faculty” document which is part of the Pedagogical Governance Model, 2020-21.
- Carry the process and your work on the team confidentially. This means:
  - Not discussing the hiring process out of appropriate meetings, such as the Hiring Team Meetings, the College and in the Faculty meeting when a candidate is being considered.
  - Not talking about the candidates or process in casual conversation with parents, colleagues, or other candidates.
  - Not seeking out input on candidates through informal or personal connections, instead doing this formally through the process outlined in the RSSAA Governance Model.
  - Continuing to hold confidentiality about the process after the Hiring Process is concluded – which includes not sharing information about the conversations in the Hiring Team with anyone not on the Team – including parents, the candidate themselves, or colleagues who were not on the Team or involved Carrying Group.
- Support the Consensus Process (as outlined in the Employee Handbook) as the recommendation making process in the Hiring Team.

- Participate in the ongoing College conversation around continuous improvement of our Governance Model, bringing any concerns and questions about our process to conversation in this group, and not to other colleagues, parents, etc.

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