

In the attempt to hire the best personnel available, Crown Pointe Academy of Westminster will use the following hiring process.

- Determine available positions by March 25th (if possible)
- Advertise available positions (CDE website, CASE website, League of Charter Schools website, Craig's List, Monster)
- Candidates will apply on-line (letter of intent, application, resume)
- Screen paperwork based on job criteria
- Determine those to be interviewed based on criteria
- Develop and coach an interview team when possible (recruiting effort is the exception)
- Schedule interview
- Establish at least two finalists
- Check references on each finalist
- Do full background check on each finalist (CBI online, CBI fingerprint, FBI, if no teaching license is available)
- Determine salary step
- Offer position contingent upon candidates meeting all the criteria

*Note: Every effort will be made to insure all candidates meet the requirements of “No Child Left Behind”