

Laramie Montessori School

Site-Based Hiring Guidelines - revised 2/27/18

1. When a position comes open, the School Director or designee will write a job description and post the job description on the Laramie Montessori School website ~~and in the classified advertising section of the Laramie Daily Boomerang.~~ **Consideration will be given to advertise the position in print and digital media.** Depending on the position and/or if a position is typically hard to fill, a wider net will be cast to obtain a larger pool of applicants and to target Montessori niche sites for qualified applicants.
2. The School Director will assemble a hiring committee for the advertised position. The committee will consist of ~~one or two Head Teachers, a Special Education Teacher, the Title 1 Teacher, and one or two parents.~~ **a minimum of three LMS staff members including the Director. The Director may also choose a parent to be part of the hiring committee.** ~~The teaching assistants and/or office staff may be asked to be part of this hiring committee, depending on the position.~~
3. ~~Applications will be accepted for two weeks.~~ **Typically, the job posting will have an application window of two weeks and a specific application deadline.** At the end of the two-week period, the School Director and the hiring committee will review all submitted applications.
4. The School Director and hiring committee shall select the top three to five applicants to interview; the School Director or designee will then call those applicants to schedule interviews.
5. Before the interview, the School Director will draft interview questions and a rating scale, for review and possible revision by the hiring committee.
6. The interviews will be held at the Laramie Montessori School and each committee member will have a set of questions during the interview. Committee members will take turns asking questions until the end of the interview.
7. After the interview, the hiring committee will complete a rating scale and confer, for purposes of making a hiring recommendation to the School Director.
8. After the School Director selects an applicant, the School Director will offer the position to the applicant.
9. If the applicant accepts the position, the School Director will contact the other applicants to notify them that the position has been filled.
10. If the applicant declines the position, the School Director will offer the position to another applicant, as set forth in paragraphs 6 and 7 above.