

HIRING POLICY & PROCEDURES

THIS POLICY HIGHLIGHTS OUR CLEAR, CONSISTENT, AND COLLABORATIVE PROCESS FOR HIRING QUALIFIED FACULTY AND STAFF WHO ALIGN WITH THE SCHOOL'S MISSION, VALUES, AND EDUCATIONAL PHILOSOPHY.

1. POSITION POSTING

When a vacancy or new position is identified, the position will be publicly posted.

2. APPLICATION SUBMISSION

Applicants must submit the following materials by the stated deadline:

- Letter of Interest, Resume, & Professional References

3. INITIAL REVIEW OF APPLICANTS

All completed applications are reviewed individually by Faculty and the Education Committee to identify applicants they believe should move forward in the process. The top five (5) candidates are selected and invited to participate in an on-site visit.

5. ON-SITE VISIT, OBSERVATION AND LESSON

Each of the five selected candidates will receive a school tour, observe the position in action (if applicable and feasible), and lead a short lesson or activity relevant to the position. *Based on scheduling, the tour may not occur on the same day as the observation and lesson. *

6. COMMUNITY FEEDBACK AND VOTING

Following the on-site visits, the Head of School, Faculty Members and students (when appropriate and feasible) will vote to determine the top three (3) candidates.

7. FORMAL INTERVIEWS

The top three (3) candidates will be invited to participate in a formal interview with members of the Education Committee.

8. FINAL HIRING DECISION

The Education Committee will make the final hiring decision based on:

- Education, Experience and References
- Demonstration lesson and activity performance
- Community feedback
- Formal interview

The selected candidate will receive a formal offer of employment contingent upon any required background checks and documentation.

GREENBRIER COMMUNITY SCHOOL MISSION:

Our mission is to cultivate an inclusive community, founded on relationships, that nurtures the whole child and inspires creativity, problem solving, and independent thinking through challenging and collaborative learning experiences—empowering every student to grow as an engaged citizen and critical thinker.

PROCESS

