



Compass Middle Charter School
Human Resources Information

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Qualified Staff: The Compass Middle Charter School will use the district office job lines and bulletins as well as local, state, and national educational periodicals and Internet job search sites to post available positions.

Interested applicants will submit resumes, with reference to the open position he/she is interested in, to the Compass principal to start the application procedure. Once the resume and request for employment is submitted, the principal or principal's designee will filter for highly qualified candidates. Highly qualified candidates will be contacted for an initial interview that will be conducted by the principal, principal's designee, and/or team of teachers. The principal, principal's designee, and/or team of teachers will make the final determination for hire after interviews.

Teachers: Compass Middle Charter School will use all county and state guidelines for hiring teachers. Teachers who are employed by Compass Middle Charter School will be those who are dedicated to the mission and vision of the charter school. They shall possess the following qualities:

- Hold a valid teaching certificate or comply with expert in the field status in accordance with s.231.1725 as required by Florida Statutes
- Have undergone a background check
- Have undergone mandated health screenings
- Have demonstrated or shown potential success as educators
- Have excellent communication skills
- Share the philosophy and belief of Compass Middle Charter School that couples the standard education process with the issues unique to at risk/at promise students
- Have an educational philosophy consistent with that of the charter school
- Are committed to developing and incorporating innovative teaching methods

Teachers will be qualified in the areas of language arts, math, science, social studies, and reading. Each teacher will instruct the base course(s) in seven out of eight periods. Teachers who can demonstrate a student-centered approach to learning that focuses on innovative practices and individualized instruction for at risk/at promise students will be sought for these positions.

Compass Middle Charter Instructional Staff

The instructional staff will include the following units, in addition to others the Governing Board determines appropriate. Staff will include, but is not limited, to the following:

- Principal
- Part-Time Dean/Part-Time Teacher (2)
- Classroom Teachers (9)

Training: All teachers will participate in mandatory training geared to innovative teaching strategies and tools for the at risk/at promise learner. Teachers will be trained in being able to demonstrate a student-centered approach to learning that focuses on innovative practices and individualized instruction for at risk/at promise students.

Support Staff

The Compass Middle Charter School will use the district office job lines and bulletins as well as local, state, and national educational periodicals and Internet job search sites to post available positions.

Interested applicants will submit resumes, with reference to the open position he/she is interested in, to the Compass principal to start the application procedure. Once the resume and request for employment is submitted, the principal or principal's designee will filter for qualified candidates. Qualified candidates will be contacted for an initial interview that will be conducted by the principal, principal's designee, and/or team of teachers. The principal, principal's designee, and/or team of teachers will make the final determination for hire after interviews.

Compass Middle Charter School will use all county and state guidelines for hiring support staff. Support staff who are employed by Compass Middle Charter School will be those who are dedicated to the mission and vision of the charter school. They shall possess the following qualities:

- Qualified according to state guidelines
- Have undergone a background check
- Have undergone mandated health screenings
- Have excellent communication skills
- Share the philosophy and belief of Compass Middle Charter School that couples the standard education process with the issues unique to at risk/at promise students
- Have an educational philosophy consistent with that of the charter school

Teachers will be qualified in the areas of language arts, math, science, social studies, and reading. Each teacher will instruct the base course(s) in seven out of eight periods. Teachers who can demonstrate a student-centered approach to learning that focuses on innovative practices and individualized instruction for at risk/at promise students will be sought for these positions.

Compass Middle Charter Support Staff

The support staff will include the following units, in addition to others the Governing Board determines appropriate. Staff will include, but is not limited, to the following:

- Principal's Secretary and Terminal Operator (1)
- Para-professional (2)
- Bus Driver (5)

Human Resources Policies

The Compass Middle Charter School is an equal opportunity employer and will adhere to all procedures and guidelines in regards to personnel set by Polk County School Board.

Salaries: Salaries shall be comparable with those of the school district. In addition, based on their fulfilled evaluation, staff will have the opportunity to receive extra compensation awarded.

Contracts: Personnel contracts will be in accordance with Polk County School Board. Written annual contracts will be provided to all employees. Compass Middle Charter School will follow the district contract days as well as the traditional school calendar of Polk County School Board.

Hiring and Dismissal: The Compass Middle Charter School is an equal opportunity employer. The school will not discriminate for any reason including race, ethnicity, religion, pregnancy, age, or gender. If the personnel process or procedure is not specifically addressed in this document, it is given that Compass Middle Charter School will adhere to all procedures and guidelines set by Polk County School Board. Compass Middle Charter School will use all

county and state guidelines for hiring teachers and staff. Guidelines for dismissal from Compass Charter Middle School will be consistent with PCSB.

Resignations: Voluntary resignation will be defined by the school as any employee who elects to resign from the school, fails to return from an approved leave of absences on the appropriate date, or fails to return to work without notice to the school for three consecutive days.

Benefits: Compass Charter Middle School benefits package will be comparable to the personnel benefits of Polk County School Board.

Termination: Employees of the Compass Middle Charter School shall support and fulfill the mission and vision of the school. Any new employee may be terminated within a 90-day probationary period. Any employee may be terminated at the end of the annual contract period.

Notification will be given to any employee who is not fulfilling the mission and vision of the school. The employee may be given time to improve his or her performance. If the principal or Board of Directors are not able to observe significant improvement in the employee then he or she may be terminated.

Staffing Information: Student to teacher ratio will be twenty-five to one to ensure increased personal attention to better meet the needs of students who are at risk of failure and/or dropping out of school.