

**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**POLICY 431: JOB POSTING POLICY**

**I. PURPOSE**

The objective of the Job Posting Policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with Cologne Academy's consideration of external candidates for employment.

**A. Job Posting**

Available open positions at Cologne Academy are subject to a posting and interview process, regardless of the type of position (full-time, part-time, or long term substitute positions)

Current employees will be notified of open positions via email to ensure timely communication of available opportunities. These positions will remain open for a minimum of five (5) days. All job postings will include the job title, essential duties, and minimum qualifications. In general, notices of all job openings are posted to at least one external employment recruiting site.

**B. Applying for a Job**

To apply for a posted position, an employee applicant shall submit all requested documents to the Executive Director within the time limit specified in the Job Posting.

**C. Interviewing for a Job**

A team will interview *all qualified* candidates for the position to ensure best fit for the school. The interview is designed to identify the best candidate based on these areas: cultural fit to charter schools overall and Cologne Academy specifically, skills and experience related to the open position, and the overall needs of the school. Applicants will be notified within 15 working days whether a new position will be extended to the applicant via in person, email or by phone.

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