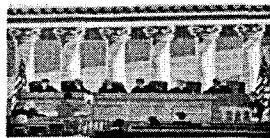


Protection from Sexual Misconduct

- ⊗ Sexual Misconduct Prevention Policy
- ⊗ Disseminate the policy and complaint procedure (handbooks, etc.)
- ⊗ Create awareness and safe environment
- ⊗ Clear process for review of allegations
- ⊗ Consistently enforced
- ⊗ Principal complies with state reporting statutes

Court Decisions

- ♣ Gebster v. Laga Vista School District (1998)
- ♣ Sauls v. Pierce County School District (2005)
- ♣ Doe v. Warren Consolidated School District (2004)



Court decisions

- ♣ *quid pro quo* case it is *not* necessary for the employee to have suffered a tangible job action
- ♣ said the employer must show that it took "reasonable care" to prevent and promptly correct any sexually harassing behavior and that the employee unreasonably failed to take advantage of the employer's policy
- ♣ Employer could defend itself against sexual harassment liability by showing two things
 - reasonable care to prevent and/or correct any behavior
 - plaintiff failed to take advantage of any preventive or corrective opportunities provided by the employer

Advice for Employees

- ✦ File a verbal complaint or protest with the harasser and the harasser's boss stating that the unwanted overtures should cease because the conduct is unwelcome
- ✦ If the unwelcome conduct does not cease, file report to administrator/pastor
- ✦ Follow diocesan procedures with the Catholic School Office or the Human Resource Department
- ✦ File claim with the EEOC

Equal Employment Opportunity Commission (EEOC)

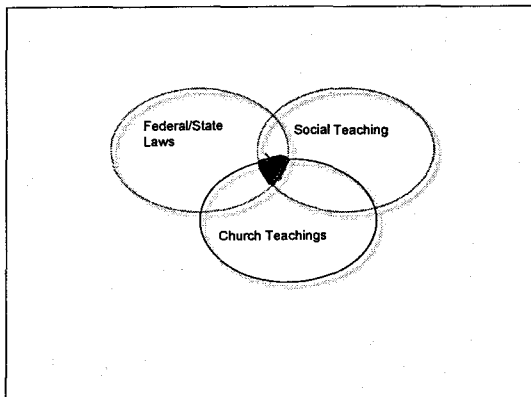
- ✦ Receives and investigates job discrimination complaints from aggrieved individuals.
- ✦ When it finds reasonable cause to reach an agreement eliminating all aspects of the discrimination.
- ✦ Has the power to go directly to court to enforce the law

Business Necessity

- ✦ Bona Fide Occupational Qualification
- ✦ Business necessity - requires showing that there is an overriding business purpose for the discriminatory practice and that the practice is therefore acceptable

"Catholic Teaching" clause
 ↳ Religion teachers & membership
 Catholic

* We have to give kids every opportunity to succeed.



To integrate these 3 areas

Shannonery - Compassion & justice *
must guide our actions

"disenroll" a student

"not renew a contract" with a teacher

Have we done everything to help the student?

How to glimpse spirituality in new views

NCEA publication

Qualities of a Good Teacher

Maria Oriando, *Momentum*, April/May, 2007

- ♣ Respects students
- ♣ Creates a sense of community and belonging in the classroom
- ♣ Warm, accessible, enthusiastic and caring
- ♣ Sets high expectations for all students
- ♣ Love of learning and inspires students with a passion for education and the subjects
- ♣ Invests time and help students succeed
- ♣ Skilled leader
- ♣ "Shifts gears" and is flexible
- ♣ Collaborates with colleagues on an ongoing basis
- ♣ Maintains professionalism in all areas

add:

Christian values / core identity

collegiality

beyond school day

prayer / faith willingness

love of students

There is no one, exhaustive list

Methods of Recruitment

- ♣ Internal Search
- ♣ Referrals
- ♣ Employment Agencies - more for support staff
- ♣ Colleges and Universities - placement office
- ♣ Professional Organizations
- ♣ Internet - NCEA website
- ♣ Other sources

AKC service through teaching program

do wide searches

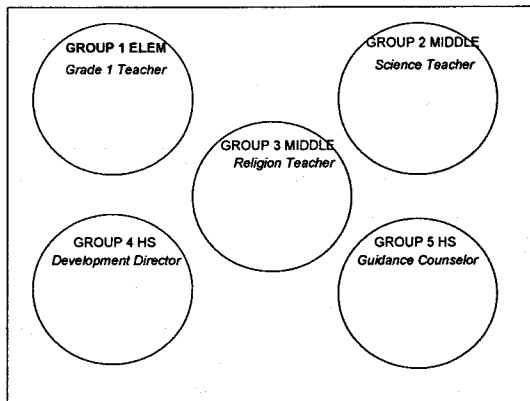
Nonman.civ

Washington DC Youtube ad on values of teaching (3)

Advertising

- ✦ Content and style
- ✦ Recruitment brochures
- ✦ Job posting - posting the open job and listing its attributes, such as qualifications, supervisor, working schedule, and pay rate
- ✦ Two issues: the media and the ad's construction.
- ✦ Selection of the best medium depends on the type of positions for which you're recruiting

Stay away from blind ads / po boxes
direct people to school website
Don't include pay rates



Application Forms

- ✦ Substantive information
- ✦ Previous job information
- ✦ Work experience and stability
- ✦ Forms comply with EEO laws
- ✦ Background check - part of charter for protecting
- ✦ Signature

www.faithinourfuture.net
About Us

Been a member/
committed?

- Don't make your own forms
- gives same questions asked of everybody

Resume "Red Flags"

- ✦ Email address
- ✦ Vague or irrelevant objectives
- ✦ Employment gaps
- ✦ Overstating qualifications
- ✦ Unclear degree and education
- ✦ Employer is unclear
- ✦ Unrelated job titles and responsibilities
- ✦ No supervisory references

↳ job related - not all personal

Look out for these

Why is appropriate selection important?

- ✦ First - Employees with the right skills and attributes will do a better job for you and the school
- ✦ Second - it's time consuming to recruit and hire employees
- ✦ Third - the legal implications of incompetent selection - *negligent hiring*

Selection Criteria

- ✦ Ideal characteristics - what are the non-
- ✦ Quantify data
- ✦ Candidate rating *scale/rubrics*
- ✦ Establish search committee

↳ CRITICAL

negotiables for the jobs

Levels of Screening

- * First Level (all)
 - Applications, Cover letter and resume, Job experience
- * Second Level (top 4 to 7 candidates)
 - Work samples, portfolios, essays, Interview
- * Third Level (top 3)
 - Second interview, References

↳ good idea for administrative staff, maybe teachers

Use This process for selecting from applications

*teach lesson, must do for every candidate
↳ better → design a lesson plan*

Job Description
end product of job analysis

- * Observation
- * Individual interviews
- * Group interviews
- * Job Questionnaire
- * Consulting
- * Supervisor Analysis
- * Diary Method

Thursday, July 8

Chapter 5:
Interviews: