

SLVUSD Charter School Hiring Contract Teachers

PLEASE ALLOW AT LEAST ONE MONTH TO PROCESS PAPERWORK BEFORE THE FIRST CLASS BEGINS

Follow these steps:

1. Contact the Charter Office to let us know who you plan to hire as Contract Employees (CE). Fill out the Contract Teacher Request Form. You will need the following information about your teacher:
 - a. Full Name
 - b. Address, Phone and Email
 - c. Subject/Activity
 - d. Program to serve
 - e. Intended rate of pay.
2. Get the Employee Service Contract from the Charter Office.
3. Have the CE sign the contract.
4. Return the Employee Service Contract to the Charter Office.
5. The Charter Office will generate an Employee Stipend Hiring and Payment Form, and send both documents to the DO.
6. Instruct the teacher to make an appointment with Helen (831-336-5193) to fill out required paperwork. CEs will need all of the following before the first day of work:
 - a. Clear Fingerprints at SLVUSD
 - b. Clear TB test results
 - c. SSN
 - d. W-4
 - e. I-9
 - f. SLVUSD Board Approval.

Each school year our hired teachers need to be board approved. A memo will be sent to the district office by Sherry once she has been notified which teachers are to be hired. New teachers will need to schedule an appointment with Helen in personnel (336-5193) to fill out required paperwork. Returning employees will need to be up-to-date on TB testing.

An Employee Service Contract will be prepared by Sherry for the class/activity information supplied by you.

The employee cannot teach their class until their contract has been signed and approved by the district office.

It is sometimes easier to prepare a year-long contract. This eliminates the need to have the teacher's contract approved each block.