

Education Specialist – Employment Information

Thank you for your interest in our school! We are happy you were able to interview with us today. We know your next question is, now what happens next? This page was prepared to answer some of those questions for you. Once again, thanks for your interest in our school and coming to meet with us for your initial interview! We appreciate your time.

Employment Process Steps after the initial interview:

1. When the interviews are all completed and an ES is needed based on student enrollment, ES candidates will be selected.
2. After an applicant is selected as a candidate for the position of Education Specialist, the IEM Personnel office forwards employment forms to be completed by the applicant.
3. Non-selected candidates will also receive a notification letter by email.
4. The selected applicant completes the employment forms and submits a livescan receipt to accompany his or her employment paperwork for a clearance to work at the Charter School. All required documents must be received by the IEM office prior to employment.
5. The time required for the Department of Justice to complete a criminal background search generally varies from 1 to 4 weeks. Upon receipt of the clearance, the new ES can be assigned students and begin work (if training is also completed—see #6).
6. Education Specialist training will begin as soon as the applicant is selected. The selected applicant will be contacted with information as to how to begin this required training, and the specific deadlines that must be met in order to move from an ES Candidate to a school employee. Training is individual and can be completed as quickly as you wish, but we expect that Phase 1 will be completed within 2 weeks of being contacted by an ES Advisor or Department Manager. If you will not be available to work for us that soon, please contact an ES Advisor or Department Manager with the date you will be able to begin training. While in the training process, the candidate is not considered an official school employee, and your training time is not compensated in any way. Completing any part of the ES training does not guarantee school employment.
7. An ES Advisor will be assigned to the ES candidate to answer educational questions that may arise during training or after. During the summer, the Advisor will be available to all ESs.
8. After successful completion of both ES training and clearance from Personnel, students may be assigned to the new Education Specialist and school employment officially begins.
9. All ES employment is considered “at will” employment.

Job Description:

A copy of our Educational Specialist job description is available on our website at: <http://lvacs.org/employment/index.htm>

ES Disciplinary Actions:

A copy of the ES Disciplinary Actions policy is available on our website at: http://lvacs.org/Handbook/esjob/ES_Discplact.pdf

Assignment of Students:

Students are assigned to cleared and trained Education Specialists (who have moved from candidates to ESs according to the above steps) by seniority and according to the geographic areas of preference that were indicated during the initial interview. We do our best to accommodate the ES's desired student count within our school guidelines, although this is not always possible and no promises are made as to the number of students you will be assigned. Sometimes ESs are assigned students outside of their preference areas. We expect the assigned ES to serve that student until another ES can be located. New full-time ESs are limited to 27 students. ESs with other LVCA Director pre-approved job(s) outside of LVCA are limited to a maximum of 10 students.

Compensation:

Refer to Exhibit A in the ES at will agreement.

ES Definitions:

ES Candidates: An ES Candidate is not a Charter School employee. No ES candidate is guaranteed employment by the Charter School. ES Candidates agree to prepare for the potential ES position and train on their own time with the support of the Advisor and as-needed additional site trainings. The school offers support and guidance to ES Candidates, but candidates are not school employees and are not paid for any service or trainings until they have an official hire date.

ES Hire Date: An ES is classified as being "hired" and "employed" by the school on the first day the first student assigned to the ES is attending an official day of school on the school calendar, which is September 4 for the 2007-2008 school year. Prior to that date, an ES candidate is not an employee of the school. No promises will be made to any ES concerning continued employment with the school or the number of students they will be assigned to serve. Having a school hire date in no way invalidates "at will" employment.