

It is the intention of Brevard Academy - A Challenge Foundation Academy (BA-CFA) and its current employees to give every applicant an equal opportunity for employment. In the interest of insuring that the best candidate is hired for the open position, the following guidelines should be followed.

1. School Director and/or designee will review the current applications on file and choose the most qualified candidates.
2. School Director and/or designee will conduct an initial screening of the candidates.
3. Once these candidates are screened, a team (selected by the Director and/or designee) will select candidates for a full interview.
4. The interview team will consist of Administration, Teachers and other staff members (as applicable).
5. School Director and/or designee will schedule interviews.
6. Team makes recommendations to the School Director and/or designee.
7. School Director and/or designee completes reference checks.
8. School Director and/or designee informs the Board of Directors that a candidate has been identified.
9. School Director and/or designee offers position to the candidate.

Any current employee of Brevard Academy who is interested in changing his/her current job assignment MUST fill out an internal application to apply for the new position.