



American International School of Freetown

Recruitment Procedure

Know | Think | Care

Purpose:

The American International School of Freetown endeavors to hire highly qualified, capable, and caring faculty and staff to help us “inspire knowledgeable caring thinkers.” The needs of our students are paramount.

Practices:

- i. The Director may hire replacements for all existing positions without reference to the Board of Directors.
- ii. The Director must seek Board approval for all new positions and provide a clear job description for those positions.
- iii. All positions within the school must have a clear, written job description.
- iv. Where appropriate, all class teaching positions will be advertised on recognized international school hiring platforms and on the school’s website. Teachers hired for these positions must hold valid teaching qualifications with the minimum of a recognized Bachelor’s degree. These teaching qualifications should meet US accreditation requirements.
- v. All applicants must provide a CV, a letter of intent, and a list of at least three references including their current employer.
- vi. **AISF takes its child protection responsibilities seriously. In addition to reference checks, teachers and school leaders hired internationally must provide criminal record checks from their home country and a minimum of the past two countries in which they have worked. Enhanced screening checks (DBS or similar) should be provided by applicants from countries able to supply these. All employees hired within Sierra Leone must have a clear criminal record check. Proof will be kept in the employee's personnel file.**
- vii. The Director must make direct contact with at least one referee including the employee’s current employer. Copies of references and/or notes from the reference check should be included in the employee's personnel file.
- viii. Upon hiring, the employees must provide a copy of their passport and/ or national identification card.
- ix. All hired employees must sign a code of conduct and participate in the school’s child protection training.
- x. All employees will serve a probationary period as governed by the laws of Sierra Leone in effect at the time of hiring.