

**AISGW PRINCIPLES OF GOOD PRACTICE
HIRING OF FACULTY AND STAFF**

While AISGW schools may differ in their size, configuration, and philosophy, all members subscribe to standards and principles grounded in ethical conduct and mutual respect and consideration. These standards and principles are designed for the protection of both individuals and institutions and presume that existing agreements will be honored, that appropriate confidentiality will be maintained, and that schools will deal with each other in a forthright manner. In short, integrity should guide all member schools in their dealings with applicants, with their current constituencies, and with one another.

While many individuals in an AISGW school may participate in the recruitment and appointment process, the head of school is responsible for ensuring that the following standards are met:

1. A school will not stand in the way of an employee who wishes to move to another school after the employee has fulfilled all employment obligations.
2. A school will recognize the right of an employee to visit and consider future employment in another school without notifying the employee's present school. A school will also recognize and respect the right of another school to hold preliminary discussions about the possibilities of future employment without notifying the present school.
3. Members of the Association recognize that consistent predictable staffing is critical to the educational best interest of students and families, as well as to the momentum of the school year, and will be mindful of existing employment obligations.
4. will ensure that it is aware of any employment-related obligations of the candidate by asking the candidate this question directly and expecting an honest reply.
5. Prior to offering employment to a candidate, the hiring school will contact references (including with the candidate's most recent employer), while ensuring the hiring school complies with pertinent law in the hiring process. The hiring school will also conduct a background check before employment begins.