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## EMPLOYMENT RELATIONSHIP

### Recruitment and Selection

As soon as a vacancy is expected, the HR office will make it known to surrounding schools/colleges in order to find the most qualified candidate. All applicants must complete an **SiFA LACS** application. Applicants must submit a current resume, a current police and court clearance, a current PPD record, and an unofficial college transcript.

### Qualifications for Employment

All employees shall be in agreement with the stated purposes of the school as outlined in the Philosophy of Education.

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. The Board of Trustees, in case of part-time teachers or emergency situations, may waive the requirement. Non-teaching positions also need to complete the application process.

The Chief Operating Officer/ and President of the Board of Trustees employ all teachers and non-teaching staff for SiFA Learning Academy Charter School.

All employees shall be classified as probationary for the first three (3) months of continuous service.

### Salary Scale Policy

Salary scale will be based on 90% of the Guam Department of Education Salary. Newly recruited employees will be notified of the agreed starting pay.

**S.I.F.A. Learning Academy Charter School**

P.O. Box 9427 • Tamuning, Guam 96931 • Tel: (671) 734-7432 • Cell: (671) 486-7432