

Achievement First Referral Program

Rules and Rewards
2018-2019 Academic Year

Thanks for participating in the referral program!

With 36 schools and counting, Achievement First is always looking for more educators and operations teammates to join our Team and Family. Please read below to learn more about the rules of the referral program as well as the rewards. If you have additional questions not addressed below, please email recruitment@achievementfirst.org.

Overview

- A referral is any individual that you think would be a great addition to our network for an instructional or operations school-based role.
- We are currently seeking referrals for the following instructional roles: school leaders, teachers, social workers, teachers-in-residence, behavior specialists, paraprofessionals, and school culture associate roles.
- We are also seeking operations referrals for Directors of School Operations, DSOs-in-Residence, Student Services Managers, Principal's Assistants, and Office Coordinators.

Referral Bonus

- As a thank you for referring your contacts, Team Recruit is excited to be able to award AF employees the following bonuses should your referral be hired. We set our bonus amounts based on our application numbers and hard to staff areas.

	Referral signs an offer letter before January 1, 2019 for a 2019-20 position and is still an employee with AF on <u>September 1, 2019</u> .	Referral signs an offer letter on or after January 1, 2019 and is still an employee with AF on <u>September 1, 2019</u> <i>OR</i> a referral is hired for a <u>mid-year opening</u> .
<ul style="list-style-type: none"> • Principals-in-Residence • Principals 	\$2,000	\$1,000
<ul style="list-style-type: none"> • Deans • Teachers • Teachers-in-Residence 	\$1,000	\$500
<ul style="list-style-type: none"> • Social Workers • Behavior Specialists 	\$500	\$250
<ul style="list-style-type: none"> • Paraprofessionals (CT/ RI) • School Culture Assistants 	\$250	
<ul style="list-style-type: none"> • Directors of School Operations 	\$1,000	\$500
<ul style="list-style-type: none"> • Directors-in-Residence • Student Services Managers 	\$500	\$250
<ul style="list-style-type: none"> • Office Coordinators • Principal's Assistants 	\$250	

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- For referrals hired for the 2019-20 school year, bonuses will be paid out in September 2019 should your referral still be an employee with Achievement First on September 1, 2019.
- For referrals hired for a position starting in the 2018-19 school year, bonuses will be paid out four times a year (once a quarter).
- Referral bonuses are subject to taxes and will appear in your regular paycheck.
- **Please read the rules below carefully to ensure your referral submission meets all the requirements to be bonus eligible. Please note that Team Recruit will only pay out a referral bonus when the general rules below have been followed. Your referral does not qualify you for a bonus if your referral has started an application before you submit the official referral form. There will be no exceptions.**

General Rules

- **A referral is someone who has not applied or interviewed with Achievement First this school year (August 16, 2018 - current).**
- To participate in the referral bonus program, you **must submit the referral's information through the [Referral Submission Form](#)**. A link to this form can also be found on Many Minds.
- Referrals reset at the start of every school year. Only referrals submitted after August 16th, 2018 will be eligible for a referral bonus. Should you wish to have a previous referral reconsidered for a position in our schools, please resubmit their information using the official referral form.
- The referral submission must take place before a candidate begins an application in order to be eligible for a bonus.
- You must be the first person to refer the candidate to Team Recruit in a given school year in order to be eligible for a bonus.
 - Should two people refer the same person in the current school year, the bonus will be awarded to the first person to submit the referral form.
 - Should two people refer the same person but in different school years, the bonus will be awarded to the person that referred in the current school year.
- Referral bonuses are for referrals hired in the following full-time positions: school leaders, DSOs, teachers, TIRs, social workers, behavior specialists, DSOs-in-Residence, SSMs, principal's assistants, office coordinators, paraprofessionals, and school culture assistants only. Referral bonuses will not be awarded for candidates hired in Network Support roles.

Program Exceptions:

- Achievement First has agreements with various other charter networks and with Teach For America. Team Recruit may not be able to reach out to your referral if they work for particular schools or are a first year Teach For America corps member.
- People who have worked for AF in any capacity prior to being referred do not qualify as referrals. Should you refer a former AF staff member that is hired, you will not be eligible for the bonus.
- You cannot retroactively claim a hire. All rules must be followed above in order for you to be eligible for a referral bonus. Referrals that are emailed directly to Team Recruit are not bonus eligible.
- Hiring managers are not eligible for bonuses for referrals that result in hires for their own school.
- Senior level network support teammates (Vice Presidents, C-level) are not eligible for referral bonuses.
- Members of Team Recruit are not eligible for referral bonuses.

Send us your referrals using the online [Referral Submission Form](#).

If you have questions about the referral program, please contact referral@achievementfirst.org.