

POLICY GUIDE

Title: HIRING PRACTICES
TEACHER SELECTION

Adopted: 7/24/95

Revision Adopted: 6/22/04

POLICY NO. 404 HIRING PRACTICES - TEACHER SELECTION

The Charters-Houston School District is firmly committed to selecting and employing the best and most qualified candidates for available teaching positions. The district will not tolerate any type of discrimination in the employment of staff.

In order for a prospective candidate to qualify for an interview, the following criteria must be filed with the Superintendent's Office:

- a. Letter of interest, resume, and three letters of recommendation
- b. Transcripts of college work
- c. Completed Standard PDE Teaching Application

The following are required prior to employment in the district:

- a. PRAXIS scores (core battery and content area) which are above the designated passing scores
- b. Acceptable Act 34 Criminal Clearance and Act 151 Child Protective Law Clearance
- c. An **official** college transcript
- d. Medical/Physical examination
- e. Tuberculin Test

OVERVIEW OF SELECTION PROCESS

- A. Available position is identified
- B. Posting of vacancy based on contract, if it deemed appropriate
- C. Advertise in newspaper, when deemed appropriate

II. APPLICATIONS AND INTERVIEW PROCESS

- A. Superintendent receives and reviews letters of interest, resume, etc.
- B. Superintendent will request, if needed, additional information to complete the Teacher Application Checklist (see Attachment #1)
- C. Building principals review applications for respective positions and screen candidates for the interviewing process at the building level.
- D. Building level interview team will be composed of, but not be limited to, building principal, assistant principal (if staffed at building), department chairperson or appropriate academic level teacher, or a teacher from the grade level of the vacant position.

E. Building level Interviews:

1. Questions assessing qualifications of candidate outlined in Attachment #2
2. Rank status by interviewing team sent to superintendent's office
3. Building principal completes reference check on top five candidates submitted for Superintendent's consideration (Attachment #3)
4. Superintendent will conduct (his or her) screening and interview process based on ranking of building principal's interview team
5. Superintendent will recommend best candidate(s) to Board of Directors for its consideration and approval.

Teacher Application Checklist

Name _____ Date of Application _____
Certification _____ Date of Interview _____

Resume sent to: Elementary High School on _____
date

Hired as Substitute on _____
Hired as Full-time Teacher at the Board Meeting on _____
Step ____ Salary \$ _____

Required Employment Forms

All Information must be received within 30 days of employment and placed in Personnel File

- Standard PA Teacher Application form
- Substitute Day-to-Day Long-term only
- Resume
- Copy of teaching certificate (*initial after seeing original certificate*)
- Criminal Record (Act 34) clearance (*initial after seeing original*)
- Child Abuse clearance (*initial after seeing original*)
- I-9 Employment Eligibility verification *with two forms of ID copied and attached*
- Three Letters of Recommendation
- Transcripts**
- Praxis Assessment
- School Health Record
- Tuberculin Test (can be administered by School Nurse)
- W-4 Withholding Form
- References
- Employee Agreement (Permanent employees only)
- Employee Drug Screening (Permanent employees only)

Comments:

Charles F. Mahoney, Supt.

Attachment #1

INITIAL SCREENING OF CANDIDATES – Building Principal

Candidates name _____

Screened by _____ Date _____

1. COLLEGE GRADES (QPA)

1	2	3	4	5
2.0 or less	2.0 to 2.5	2.5 to 3.0	3.0 to 3.5	3.5 to 4.0

2. WRITTEN STATEMENT

1	2	3	4	5
Poor, lacks cohesiveness, poor grammar		Average communication, good command of the language		Excellent communicator, well written

3. BACKGROUND & EXPERIENCE

1	2	3	4	5
No experience limited or narrow, student teaching experience		Experience as substitute		Permanent or long-term sub (6 months or more of experience)

4. EDUCATIONAL LEVEL

1	2	3	4	5
Bachelor's Degree	B+10	B+15	B+20	Master's or Equivalent

5. QUALITY OF REFERENCES

1	2	3	4	5
Limited		Average		Exceptional

(Based upon frequency & variety of positive adjectives used)

TOTAL SCORE _____ divided by 5 = _____ (average score)

Candidate is district resident: yes _____ no _____
 yes _____ no _____ not at present time _____

Recommend interview:

Attachment #2

INTERVIEW WORKSHEET
Level 1 – Building Principal

Candidate _____

Date _____

	Comments	Rating 0 - 5 Low to high
1. Autobiography	_____	
2. Philosophy of education	_____	
3. Knowledge of teaching methods	_____	
4. Organizational skills	_____	
5. Oral communication	_____	
6. Example of behavioral/ performance objective	_____	
7. Personal strengths	_____	
8. Personality	_____	
9. Additional or specific questions:	_____ _____	

Interviewer _____

Total composite score _____

Attachment #3

TELEPHONE INTERVIEW OF REFERENCES – Building Principal

Candidate _____

Conducted by _____

Date _____ Time _____

Reference name _____

Position _____ Title _____

School or company _____ Phone # _____

Applicant's position & primary function:

Dates of employment: _____

Reason for leaving: _____

Strengths: _____

Weaknesses: _____

Given vacancy in organization, would you employ? _____ Yes _____ No

Assessment

1	2	3	4	5
Less than Satisfactory	Satisfactory	Average	Good	Superior

Attachment #4