

Recruitment and Hiring Procedures for
Professional Staff



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The Rose Tree Media School District is an Equal Opportunity Employer and educational institution which does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, gender, age, religion, ancestry, disability or other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.

This document outlines the procedures to follow when recruiting professional staff:

1. Rose Tree Media School District has a rigorous and lengthy hiring process. Research shows that having a great teacher in the classroom is the single most important element in student achievement. The District is very careful and thoughtful in the selection process.
2. Recruiting will be conducted in order to locate candidates from a wide range of geographic, educational, ethnic, racial, social, religious and economic backgrounds.
3. This District will not accept unsolicited applications through the mail.
4. All principals, assistant principals and cabinet members are required to participate in recruiting by attending at least one job fair per year.
5. When recruiting, the District administration will comply with all District approved board policies not limited to policy number 304.

Advertising of position openings

1. Internal announcement - After staffing needs are determined, a vacant position will be announced internally for a period of twenty calendar days in accordance with the RTMEA agreement. The posting will be placed on the District Cable TV Channel, on the RTM Website and copies will be provided to all buildings and to the RTMEA.
2. External announcement – The announcement may be advertised outside the District through such media outlets as but not limited to, Penn Link, PSBA's School Leader News, PAREAP.net, college/university web sites, professional journals, newspapers, the District Cable TV Channel, and teacher job fairs. The appropriate response time for interested candidates will be set forth in the announcement as twenty calendar days.
3. The Office of Human Resources is responsible for announcements of all vacant positions. The Human Resources Secretary will prepare the internal posting and process it. The Director of Human Resources will prepare external postings and circulate them through the media outlets listed in paragraph two, above.
4. Referrals - In order to ensure that the District attracts a highly qualified pool of applicants, Administrators who have contacts within colleges and universities, such as deans, professors, student teacher supervisors or career placement officials should contact those individuals in order to seek referrals and recommendations of qualified candidates.

5. If the initial posting fails to attract a sufficient response, subsequent postings may be necessary.

Formal Application Packet

1. Internal applicants are required to submit a letter of interest and an updated resume. Internal applicants must submit their interest through the District's on-line application software program.
2. All external applicants are required to apply on-line through the District's application software program. They must submit a completed application packet. A complete application packet contains:
 - a) letter of interest,
 - b) resume,
 - c) AppliTrack application,
 - d) copy of PA teaching certification,
 - e) copy of Praxis test scores,
 - f) college/university transcripts – undergraduate transcripts are required and if holding a graduate degree or have taken course work at the graduate level then those transcripts are required. If the applicant is hired, then official transcripts are required.
 - g) copy of Act 34, Act 114, Act 151 clearances,
 - h) three letters of recommendation.
3. All applications must be completed before the initial screening occurs. If the application is not completed within the designated timeframe, said applicant will not be considered for employment with the District.
4. All applicants will receive an e-mail from the Office of Human Resources acknowledging receipt of the application packet.

Retention of the Application Packet

1. The District will retain an applicant's application for one year.
2. If an applicant receives an interview, the District will retain the applicant's materials and interview notes for three years.
3. The Office of Human Resources is responsible for record keeping.
4. The hiring administrator must return all interviewing material to the Office of Human Resources so all documents from the interview can be retained in a central location.

Initial Application Screening of Professional Applications

1. Completed applications are screened to determine whether an interview will be offered.
2. The following criteria are required of all candidates for a professional position in the District:
 - a) Bachelor's degree,
 - b) Active and valid Pennsylvania certification,
 - c) Minimum undergraduate GPA of 3.0,

- d) Minimum graduate GPA of 3.0,
 - e) Minimum On-line Interview Score of 70 – 80, dependent on area of certification,
 - f) Record free Pennsylvania State Police Clearance, Pennsylvania Child Abuse Clearance and FBI Background Clearance
3. When a position becomes vacant whereas that vacancy has been filled by a long-term substitute teacher while the now departed contracted teacher was on a leave of absence and that long-term substitute teacher has filled in successfully, the administration may alter the formalized interviewing process.
- This will only be done on the occasion when the long-term substitute teacher who has been in that position or a similar position has performed at a high level.
 - In order for the formalized interviewing process to be altered, the long-term substitute teacher must have been through the District's recruitment and hiring practices before being hired as a long-term substitute teacher.
 - Additionally, the administration must have observed the long-term substitute teacher at least twice and those observations must be documented as satisfactory before the long-term substitute teacher is hired as a contracted teacher.
 - This process will apply not withstanding contractual obligations.

The Interview Process

1. Elementary candidates will be interviewed by teams of elementary principals and possibly teachers. If the position is a special education position the supervisor of special education – elementary will participate.
2. Middle school and high school candidates will be interviewed by teams consisting of building administrators and possibly teachers from the appropriate content area. If the position is a special education position the supervisor of special education - secondary will participate.
3. The administrator with the vacant position will assume the lead in the recruitment and hiring process. This administrator will be referred to as the hiring administrator throughout this document.
4. Special education teachers must have the approval of the Director of Pupil Services/Special Education before receiving an interview with the Superintendent.
5. The Teacher Quality Index screening interview will be used to conduct first round interviews.

6. The Teacher Quality Index Building Interview will be used for second round interviews. The building interview may be supplemented with content specific questions as long as the same questions are asked of all candidates for positions in that content area.
7. The hiring administrator will contact the applicants to inform them about the interview date, location, time and planned length of interview.
8. During the interview, the interview committee provides an overview of the assignment.
9. The interview committee must allow the applicant a chance to ask questions of them so that the applicant can gather information about the position.
10. During the interview, the interview committee should look for characteristics of the applicant. Examples of these characteristics include, but are not limited to:
 - a) Does the candidate speak clearly and distinctly and use well-chosen words when responding to questions.
 - b) Did the candidate use good judgment in responding to the situational questions.
 - c) Is the candidate a good fit for the position and the building.
 - d) Did the candidate ask relevant questions.
11. The interview committee must conduct a business-like interview. The interview committee is courteous and allows the candidate to respond to questions without being hurried. The interview committee is punctual and each interview ends with a clear understanding of the next steps in the selection process. When discussing the next steps in the process, the interviewer is clear that he/she is not in a position to make an offer of employment.

First Round of Interviews

1. The Teacher Quality Index screening interview will be used to conduct first round interviews. The interviewer or interviewers will complete the Teacher Quality Index Screening Interview – Standard Format (form 1) or the Teacher Quality Index Screening Interview – Interviewer’s Choice Format (form 2) to document the outcome of the first interview with the candidate. These interviews can take place in person or via a phone interview.

Second Round of Interviews

1. The Teacher Quality Index Building Interview will be used for second round interviews. The interviewer or interviewers will complete the Teacher Quality Index Building-Level Interview – Standard Format (form 3) or the Teacher Quality Index Building-Level Interview – Novice Format (form 4) or Teacher Quality Index Building-Level Interview – Interviewer’s Choice Format (form 5) to document the outcome of the first interview with the candidate. These interviews must take place in person.

Writing Prompt

1. As part of the second round of interviews, each candidate provides a response to a writing prompt.

2. The hiring administrator, who has the vacancy in his/her building, scores the writing prompt. The scoring rubric is based on the Pennsylvania writing rubric. The candidate is presented with the writing prompt and given one-half hour to write his/her response.
3. The writing sample is written with the use of a computer.
4. The writing prompt is subject specific. Based on the scoring rubric, each candidate receives a score between one (1) and eight (8), with eight (8) being the highest score.

Live demonstration lessons

1. Successful candidates from round one and two will be required to complete a demonstration lesson.
2. When conducting a live demonstration lesson, the following process must be followed:
 - a. **The Topic:** Each candidate is told the topic for which he/she is expected to prepare a lesson plan. The topic must be a lesson covered in the grade level or subject area for which the candidate is being interviewed.
 - b. **The Sample Lesson:** The candidate is told to prepare a lesson as if he/she was teaching in a traditional classroom setting.
 - c. **Materials:** Candidates are required to bring any materials needed to effectively deliver the lesson. The candidate will be told that the school will provide a whiteboard, an overhead projector and a computer projector available for his/her use.
 - d. **Classroom:** Students should be used for interviews held during the school year (Sept. to June). Summer school students can be used for summer interviews. If no students are available, the interviewing committee functions as the class.
3. The interviewing committee observes the demonstration lesson.
4. Each candidate is rated on how well prepared he/she is and how well the students or administrators responded to the lesson. The rating sheet is completed for all candidates who conduct a lesson.

Checking references and what to do when checking references

1. The hiring administrator must, at a minimum, call at least two references while contacting three references is the desired number of references for each candidate considered for a position.
 - a) The references are to be conducted with an individual who has knowledge of the candidate's work history. Whenever possible, a principal for whom the candidate has worked or in whose building the candidate has student taught will be one of the references. When a building administrator is not available, the Human Resource Department of the district where the candidate has taught will be contacted for a reference.
 - b) In no case will the person recommending hire serve as a reference.

- c) When speaking with the candidate's current supervisor, the reference checker must ask the supervisor if he/she would hire that person if he/she had the chance to do so again.
 - d) If the candidate is a recent college graduate, the reference checker must call the candidate's cooperating teacher(s) and college supervisor(s).
 - e) Reference check forms will be completed for each reference conducted.
2. The hiring administrator will prepare a Personnel Transaction Form to recommend the candidate for hire. The hiring administrator will return all documentation to the Office of Human Resources including but not limited to, references checks and application of employment.

Credential Check

1. The Director of Human Resources will complete a final credentialing check on the recommended candidate for hire. The Director will conduct a social media check, certification check, Act 48 credit check, and a Megan's law check.
2. All three clearances must be current and included in the application packet before going before the Superintendent.

Final interview

1. The Superintendent, and/or Director of Human Resources will interview the leading candidate so that the Superintendent or his/her designee can recommend the candidate to the Board of School Directors for employment.
2. The Superintendent reserves the right to decline a candidate after the final interview and to direct the interview committee to re-open the search.
3. Offers of employment cannot be made until references and credentials are confirmed.

Offer of employment

1. The hiring administrator makes recommendations to hire.
2. The Superintendent will make official offers of employment. If the candidate accepts the offer, the candidate's name is placed on the Board agenda for approval by the Board of School Directors.
3. A candidate is hired officially when the Board of School Directors vote to approve the recommendation.

Beginning employment

1. All pre-employment paperwork must be completed prior to the candidate starting work. When the paperwork has been completed, an Authorization to Begin Work will be sent to the building principal.

2. The building principal will contact the candidate and informs the person of his/her start date. The building principal notifies the office of Human Resources of the person's start date so accurate records can be maintained.

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