



## **BCTHS Process/Procedures Hiring of Teacher**

***Attached is an outline/step-by-step hiring process for BCTHS. As a larger CTC (1,500 students; 120 teachers), we are fortunate to have a full time Human Resources Coordinator who manages most of the distribution and collection of documents throughout the hiring process.***

The steps are listed, along with the main person responsible (in parenthesis).

1. Discuss with Administrative Team and Department Chair the qualifications/credentials needed for position.
2. Draft Job Posting (Human Resources Coordinator)
3. Finalize Job Posting (HR)
4. Revise Job Description if necessary (team, including teachers)
5. Post Vacancy (HR)
  - a. School's website
  - b. Temple University
  - c. School's social media (Facebook, twitter, etc.)
  - d. Local newspaper (linked with Indeed.com)
  - e. PA REAP
  - f. PACTA
  - g. Local school districts
  - h. Other formal and informal networks
6. Applicants submit necessary documents to Human Resources
7. Paper screen applicants (HR/Director), based off of criteria, creating three outcomes:
  - a. Schedule Interview ("Yes" list)
  - b. Does not meet criteria ("No" List)
  - c. Consider interview if necessary ("Maybe" list)
8. Set up initial/screening interviews (HR)
  - a. 30-45 minutes in length
  - b. Decide on interview team
    - i. Administrators
    - ii. Teacher(s)
    - iii. Other (e.g., OAC members, students, community, etc.)
9. Review/Modify screening interview questions and scoring guide (Team)
10. Interview 8-10 candidates (Team)
11. Evaluate interview scores with team (Team)
12. Determine 2-3 finalists (Director/Team)
13. Review/Modify second/finalist Interview questions and scoring guide (Team)
14. Arrange for 60-90 minute interviews (HR)
  - a. Utilize program of Study (POS) task grid to have teacher develop mini-lesson to be presented at final interview
  - b. Inform candidates prior to interview to develop a lesson based upon specific task on POS
15. Evaluate interview scores with team (Team)



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16. Rank candidates (Team)
17. Reference Check top candidate (HR)
  - a. Possible informal reference check with administrative personnel (Exec. Director)
18. Double check all paperwork (HR)
  - a. Checklist attached
19. Determine salary/benefits based upon Collective Bargaining Agreement (CBA) or agreements/practices (HR/Business Administrator)
20. Verbally offer position (HR)
21. Put name for JOC Approval (Director)
22. Begin to arrange for onboarding (HR/Director)
  - a. Induction program
  - b. Mentor
  - c. Room set up
  - d. Curriculum hours
  - e. Other
23. JOC Approval (Director, Solicitor, JOC)
24. Assign mentor, continue onboarding process (Administration/HR)

#### **Attachments:**

1. Job Posting
2. Job Description
3. Screening Interview questions with scoring guide
4. Second Round Interview questions with scoring guide
5. Second Round interview requirements for candidates ( lesson plan and writing sample)
6. Checklist for candidates and (potential hires)