



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)