

Pike Creek Charter Middle School Teacher Recruitment Plan

If approved Pike Creek Charter Middle School will open Fall of 2014. Staff recruitment will need to start in Spring 2014. The school leader will already be identified. The school leader and the assistant school leader will be making all decisions regarding staffing for the school.

Staffing:

Upon approval of the school the first year it is anticipated that the school will have approximately 300 students. The Head of School will be involved with the hiring of all staff members. The identification of a Head of School will be completed in January 2014 thus giving enough time in the Spring 2014 to hire staff for the school.

The recruitment will be done in stages:

- *Introduction and Overview
- *Process
- *Timeline
- *Advertising
- *Budget
- *Communication
- *Screen process and interviewing/Hiring of Staff
- *Position Profiles

Introduction and Overview

The recruitment plan includes key milestones: identification of number of teachers, the subject areas needed, the specific job descriptions posted, the screening process, the interview process, the background checks and the hiring of staff.

Pike Creek Charter Middle School must hire staff, which demonstrates their commitment to the mission and vision of the school. Ideally, all teachers will be dual certified in regular and special education. Those who are not certified in Special Education will be assisted in obtaining their certification. All staff must understand the roles of a charter school and what makes them uniquely different from a traditional public school.

Process

The recruitment process will be as follows:

- 1) The Head of School and Dean of Curriculum and Instruction will screen all applicants
- 2) The Head of School and Dean of Curriculum and Instruction will conduct screening interviews
- 3) The Head of School and Dean of Curriculum and Instruction will identify how many positions they can hire and narrow the field to finalists
- 4) Potential staff that meets the criteria to obtain a teaching position at PCCMS will have an additional interview.
- 5) Teachers will be hired upon verifying backgrounds, references, and demonstrated ability.
- 6) Staff will be in place to start July 1, 2014.

Timeline

*Dean of Curriculum and Instruction will work with the Head of School to develop job postings for recruitment January 2014

*Job interviews, screenings and background checks will be conducted February and March 2014.

*Staff will be hired in April 2014 with a start date of July 1, 2014.

Advertising

The recruiting process for staff will focus on local and regional advertising. PCCMS has received to date numerous resumes of potential educators that possess the qualities within the mission and vision of the school. There will be 3 main focus of advertising:

*School website, Charter Affiliates and External Websites

*Print Media

* University and College Graduate Recruitment/Teacher Recruitment

School Website, Charter affiliates and external websites

- 1) Recruit via the Pike Creek Charter Middle School website www.pikecreekcharter.org and the school's Facebook page.
- 2) Recruit via the Charter School Network website www.dcsn.org
- 3) External websites and media will include but may not limited to:

Use the internet to build interest. Post teacher recruitment days on the Rodel website, Caesar Rodney Institute, Department of Education, and any other outlets that teachers may seek out if looking for

employment. Work with local school districts that may have a base of reduced in force educators (RIF).

Print Media

- 1) Post jobs in paper outlets such as the News Journal that has cross posting both online and in the paper version. It also gives free access to Career Builder. Fee would be \$800 for 60 days.

University and College Recruitment of teachers:

- 1) Host a teacher job fair. Post advertisements of a teaching job fair. The school leaders will be on hand to pre-screen potential applicants.
- 2) Participate in one of the Delaware Colleges recruitment fairs.
- 3) Work with education professors to announce teacher positions. Work with Wilmington University, University of Delaware, and Delaware State University to recruit newly certified teachers.

Budget

The following recommendations are for approval.

*advertisement in the Delaware News Journal gives you exposure to delawareonline jobs, career builder, and Sunday advertisements
Fee \$800 for 60 days.

Communication

As the process is progressing the Head of School will be responsible for communicating the progress of staffing the school. It will important to effectively communicate to all applicants in a timely manner their status in the application process.

Continuous updates to the school website will be managed by the Head of School in reference to the process and the progress of hiring staff.

All staff announcements should be posted by June 1, 2014.

Screening Applicants and Interviews

Hiring of Staff

- 1) All applicants will receive a confirmation of their application via the internet
- 2) All applications will be submitted online through the school's website. There will be a special, password protected link for the Head of School and Dean of Curriculum and Instruction to access all applications.
- 3) All applicants will be prescreened for the interview process in order to ensure that the applicants fit the criteria in the job description.
- 4) Both the Head of School and the Dean of Curriculum and Instruction will interview all applicants that pass the prescreening.
- 5) All applicants that fit the job description will be asked back for a 2nd interview.
- 6) All applicants will go through background checks and reference checks.
- 7) All staff will be hired by April 2014 and be ready to start professional development and training by July 1, 2014.