

KACS Hiring Calendar & Hiring Milestones

2013-2014 School Year

Month	Day	Key Activities	Comment
December	10	<ul style="list-style-type: none"> Identify all anticipated vacancies for the 2013-2014 school year. Staff letters of invitation and plans for next year collected 	<ul style="list-style-type: none"> 1 TFA completing 2-year cycle and exiting program 2 new middle school hires to support expansion: ELA and Math Expertise
January	3	Identify recruitment team for the 2013-2014 hires	<ul style="list-style-type: none"> Upper school ILT members, administration
January	7	Identify key competencies for new hires & finalize tools to be used in the hiring process including: interview questions, rubrics, writing samples, etc. Source: http://tntp.org/teacher-talent-toolbox/view/hiring	<ul style="list-style-type: none"> New tools added for 2013-2014 school year: revised writing samples and rubrics for sample lessons, revised telephone interview questions
February	4	Register for job fairs at local universities; post vacancies online, share information with professional network	
Feb- (Ongoing)	11	Build applicant data base	<ul style="list-style-type: none"> All applications, resumes received collected in electronic database
March	4	Review resumes received and determine candidates for next steps	
March- April	15	Participate in local job fairs	
April	15	Review resumes and candidate interview sheets from job fair	<ul style="list-style-type: none"> ILT member and admin review candidate interview data sheets to look for evidence of key competencies
April	16 - ?	Candidates indentified for writing sample	
April		Written responses reviewed by hiring team	
April		Hiring process continues until all vacancies are filled	
May	10	Target: All new hire information presented to Board of Directors	
<u>2014-2015 School Year</u>			
August	15	Finalize key competencies for new hires & finalize tools to be used in the hiring process including: interview questions, rubrics, writing samples, etc. Source: http://tntp.org/teacher-talent-toolbox/view/hiring Finalize recruitment team	
September	10	Identify all anticipated leadership/administrative vacancies for the 2014-2015 school year.	<ul style="list-style-type: none"> 1 Dean of Student Services 1 Assistant Principal
September	16	Register for job fairs at local universities; post vacancies online, share information with professional network	<ul style="list-style-type: none">
Sep- (Ongoing)	11	Build applicant data base	<ul style="list-style-type: none">

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		Review resumes received and determine candidates for next steps	•
November	10	Identify all anticipated teacher vacancies for the 2014-2015 school year.	<ul style="list-style-type: none"> • 6 elementary vacancies • 4 middle school vacancies: ELA, Social Studies, Science and Math Expertise
December	3	Staff letters of invitation and plans for next year collected	
December	3	Identify recruitment team for the 2014-2015 hires	<ul style="list-style-type: none"> • Upper school ILT members, administration
December	7	Identify key competencies for new hires & finalize tools to be used in the hiring process including: interview questions, rubrics, writing samples, etc. Source: http://tntp.org/teacher-talent-toolbox/view/hiring	<ul style="list-style-type: none"> • New tools added for 2013-2014 school year: revised writing samples and rubrics for sample lessons, revised telephone interview questions
Jan/February	4	Register for job fairs at local universities; post vacancies online, share information with professional network	
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