

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 245 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:

Step 1:

Candidates seeking employment with Pike Creek Charter Middle School will be required to submit all proper paperwork, which includes application, resume, cover letter, transcripts, certification documentation and three letters of recommendations within the past year.

Step 2:

Once the deadline is closed, the hiring committee will meet to review all application packets and determine individuals that will be moved to the 2nd round based on the job qualifications and credentials needed.

Step 3:

Candidates that are selected for the next round will be asked to participate in a phone screening with one of the selected members of the hiring committee. During the phone screening, the candidate will be asked a series of questions related to their job experiences and background. Please see attached example of phone screening questions. Candidates' references will be contacted if the phone screening is successful and the hiring committee personnel would like to move them to the next round.

Step 4:

Once candidates pass through the phone screening, they will be asked to participate in a formal interview with the hiring committee. The formal interview, or 3rd round, will be an in person interview which is be conducted using more detailed questions. These questions are focused on situational experiences and how they would be handled. The committee will be looking for answers that reflect the schools mission, vision and school-wide goals.

Step 5:

Teacher candidates that are passed through round 3 will be asked to conduct a mock lesson for the hiring committee that will also be videotaped. The hiring committee will take notes and use a rubric to determine candidates rating. Videotaping the lesson will provide a second opportunity for the hiring committee to watch the lesson to determine ratings.

Administrator candidates that are passed through round 3 will be asked to evaluate a lesson taught by a teacher and provide feedback to the teacher in a conference setting similar to DPAS II that will be videotaped. Once again the hiring committee will take notes and use a rubric to determine candidates rating. Videotaping the lesson will provide a second opportunity for the hiring committee to watch the lesson to determine rating.

Step 6:

Candidates that are selected for employment will be made an offer at this stage.

The hiring committee for the first year will consist of the Head of School, Dean of Curriculum and Instruction, three board members, 1 parent representative and a community member. The hiring committee for the second year and beyond will include the Head of School, Dean of Curriculum and Instruction, two board members, 1 parent representative and 2 teacher representatives.

Timeline

October 2013: Job vacancies and descriptions posted with online application.

December 2013: Hiring committee reviews applicant packets and select individuals moving forward to the next round based on vacancies and candidate qualifications.

January 2014: Phone interview with selected candidates from application packet reviews. Individuals will be scored by the hiring committee member using a rubric. Candidates will be selected based on their rubric score to move onto the next round.

February 2014: Formal interview with candidates selected from the phone interview round. Candidates will interview in front of the entire hiring committee. The hiring committee will ask the candidate a series of questions and rate the candidate using a rubric. Rubrics will be tallied and discussed to choose candidates moving to the next round.

March 2014: Candidates selected from the formal interview round will be asked to conduct a mock lesson in front of the hiring committee that will also be video taped.

April 2014: Candidates will be selected and offered a position to start August 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 4 main focus of advertising:

*School website, Charter Affiliates and External Websites

*Print Media

* University and College Graduate Recruitment/Teacher Recruitment

* Job Fairs in Delaware and surrounding states

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.

Participation in Job Fairs in Delaware and Surrounding States.

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) The hiring committee will conduct a phone interview with applicants that pass the prescreening.
- 5) Applicants that pass the phone screening round will move onto formal interviews with the hiring committee.
- 6) Applicants that pass through the formal interview will be asked to conduct a mock lesson in front of the hiring committee
- 7) All staff will be hired by April 2014 and be ready to start professional development and training by August 1, 2014.