

SECTION: **PERSONNEL**

TITLE: **TEACHER SELECTION**

<p>1. Purpose:</p> <p>2. Guidelines</p>	<p>Teacher selection is among the most significant tasks required of a school district. It is the responsibility of the District administrator to hire the best possible teachers to maximize student development, achievement and provide opportunities for students to interact with staff from different racial, ethnic and economic backgrounds. The hiring of professional staff represents a long-term commitment by the District and a significant allocation of community resources.</p> <p>To assure hiring the best qualified teachers, the following practices should be followed:</p> <ul style="list-style-type: none">● A qualified pool of candidates should be sought through: job fairs, electronic and print advertisement (when necessary), website posting and internal posting compliant with contractual obligations.● All appropriate certified candidates with appropriate and completed application files will be reviewed. It is recommended that paper screening reflect criteria set forth in this procedural document and be conducted by a minimum of two (2) administrators.● An appropriate representative number of candidates should be interviewed at the initial screening. Number of candidates would impact on the number of interviews, but at minimum, should range between 5% to 10% with an expectation of a minimum of 10 interviews per position. It is recognized that a combination interview process could be conducted to identify potential final candidates when multiple positions with similar responsibilities are available. A minimum of two District employees should participate in the determining process. When feasible, teacher leaders, department chairs or screening teams may be
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involved and sample lessons requested.

- A final round of interviews will include a minimum of two administrators with at least one serving in central administration. They shall review (if possible) three leading candidates for each position. Again, it is recognized that this number may be adjusted reflective of hiring multiple positions with similar responsibilities or where conditions result in few qualified candidates.
- A candidate under consideration for final interview must have submitted a complete employment packet. Complete employment packets include:
 - A. Completed standard or District employment application
 - B. Transcripts of undergraduate and graduate course grades (if applicable)
 - C. Clearances – Current Act 34, Act 151 and Act 114 or documentation that clearances are in application process with appropriate governmental agencies
 - D. Act 24 certification form and Act 168 disclosure form(s)
 - E. Student teaching credential (if appropriate)
 - F. Documentation of appropriate certification
 - G. Resume
 - H. Three letters of recommendation

Hiring Criteria:

1. Proof of effective academic performance
2. Demonstration of ability to handle a number of tasks simultaneously (multi-tasking)
3. Demonstration of good communication skills, particularly oral communication skills and strategies
4. Demonstration of commitment to work effectively with youth
5. Knowledge and experience in working with diverse populations
6. Demonstration of effective knowledge of content
7. Demonstration of effective knowledge of teaching performance
8. Demonstration of effective knowledge of child growth and development as well as how children learn as they experience different age and development levels

9. Demonstration of ability to organize for instruction
10. Demonstration of knowledge of effective current educational practices as well as requirements as related to standards, assessment and other pertinent litigation
11. Demonstration of ability to effectively monitor student progress and potential
12. Professionalism

Equal Employment Opportunity:

The Wilson Area School District declares itself to be an equal rights and opportunity agency in compliance with federal laws, state laws and the State Department of Education. As such, it does not discriminate against, individuals or groups because of race, color, national origin, religion, age, gender, marital status, or disability as defined by law. The Wilson Area School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.