

## ARCHIMEDEAN SCHOOLS INSTRUCTIONAL HIRING PROCESS

<b>Step 1 Prepare</b>	<ul style="list-style-type: none"> <li>• Before you begin your application, gather the documents you will need to complete your candidate profile.</li> <li>• All instructional applicants must provide a complete candidate profile to be considered for employment. The candidate profile consists of:             <ul style="list-style-type: none"> <li>○ Personal Information</li> <li>○ Current resume and work history</li> <li>○ Submission of two professional references written by past or present employers or professors</li> <li>○ References must be on letterhead, have an original signature, and be dated within the last year;</li> </ul> </li> <li>• Certification information Teachers of core academic subjects must be Highly Qualified as defined by No Child Left Behind (NCLB). For most teachers, this requires:             <ul style="list-style-type: none"> <li>○ Proof of passing scores on all four parts of the General Knowledge Exam (GKE)</li> <li>○ Proof of a passing score on at least one Subject Area Exam (SAE) and/or a degree major in the core subject area</li> <li>○ Exceptional Student Education teachers must meet state certification requirements for the core academic subject AND the exceptionality of the students being taught</li> </ul> </li> <li>• Additionally, all candidates must have official sealed transcripts and Diploma on file in order to be interviewed by principals.</li> </ul>
<b>Step 2 Interview</b>	<ul style="list-style-type: none"> <li>• Please mail or sent electronically or hand deliver Diploma / transcripts to the hiring school's Principal.</li> <li>• If a principal is interested in interviewing you for an instructional opening, you may be invited to Interview at the school.</li> <li>• Final hiring decisions are made by principals and interview formats may vary.</li> </ul>
<b>Step 3 Letter of intent to hire</b>	<ul style="list-style-type: none"> <li>• If a principal decides to offer you a teaching position, you will receive a conditional letter of intent to hire signed by the President of the Board of Archimedean Schools via email.</li> <li>• To accept the position you have to return the letter of intent to hire signed via email to the hiring School's Principal within 48 hours.</li> </ul>
<b>Step 4 Pre-employment requirements</b>	<ul style="list-style-type: none"> <li>• You must visit the School's payroll specialist and present:             <ul style="list-style-type: none"> <li>○ The signed letter of intent to hire,</li> <li>○ Proof of identification (driver license or passport),</li> <li>○ Original Social Security Card</li> </ul> </li> <li>• You must fill out and sign all forms presented to you including form I-9</li> </ul>
<b>Step 5 Processing</b>	<ul style="list-style-type: none"> <li>• The School's administrator will provide you with instructions about any pending pre-employment requirements which may include:             <ul style="list-style-type: none"> <li>○ Drug test</li> <li>○ Fingerprinting/background test</li> <li>○ Other pre-employment documents</li> </ul> </li> <li>• You may assume responsibilities only once all processes and pre-employment requirements have been completed.</li> </ul>