



HIRING GUIDELINES

Instructional Hiring Process



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| <h3>Step 1 Prepare</h3> | <ul style="list-style-type: none"> • Before you begin your application, gather the documents you will need to complete your candidate profile. • 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"> ◦ Personal Information ◦ Current resume and work history ◦ Submission of two professional references written by past or present employers or professors ◦ References must be on letterhead, have an original signature, and be dated within the last year; • 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"> ◦ Proof of passing scores on all four parts of the General Knowledge Exam (GKE) ◦ Proof of a passing score on at least one Subject Area Exam (SAE) and/or a degree major in the core subject area ◦ Exceptional Student Education teachers must meet state certification requirements for the core academic subject AND the exceptionality of the students being taught • Additionally, all candidates must have official sealed transcripts and Diploma on file in order to be interviewed by principals. |
| <h3>Step 2 Interview</h3> | <ul style="list-style-type: none"> • Please mail or sent electronically or hand deliver Diploma / transcripts to the hiring school's Principal. • If a principal is interested in interviewing you for an instructional opening, you may be invited to Interview at the school. • Final hiring decisions are made by principals and interview formats may vary. |
| <h3>Step 3 Letter of intent to hire</h3> | <ul style="list-style-type: none"> • 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. • 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. |
| <h3>Step 4 Pre-employment requirements</h3> | <ul style="list-style-type: none"> • You must visit the School's payroll specialist and present: <ul style="list-style-type: none"> ◦ The signed letter of intent to hire, ◦ Proof of identification (driver license or passport), ◦ Original Social Security Card • You must fill out and sign all forms presented to you including form I-9 |
| <h3>Step 5 Processing</h3> | <ul style="list-style-type: none"> • The School's administrator will provide you with instructions about any pending pre-employment requirements which may include: <ul style="list-style-type: none"> ◦ Drug test ◦ Fingerprinting/background test ◦ Other pre-employment documents • You may assume responsibilities only once all processes and pre- employment requirements have been completed. |