



REVISED HIRING PROCESS FOR TEACHER AND DOMAIN COORDINATOR POSITIONS

(Approved by the Board of Trustees, April 13, 2016)

Teaching positions half time or greater are appointed by a Hiring Committee. The Education Coordinator (EC) will chair the Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- A teacher chosen by the Education Coordinator.
- A parent representative chosen by the Education Coordinator. For classroom positions, the parent will not have children entering grades in the open position.

The Chair will consider schedule availability and prior experience or expertise while forming the committee.

THE PROCESS

1. **Mandatory Committee Orientation:** The hiring committee meets to determine criteria, screen resumes, discuss the timeline and create or revise interview questions for the first interviews.
2. **The First Interviews:** The hiring committee meets with candidates for a 30-40 minute interview. The same pre-determined questions are asked of each candidate with flexibility for clarification and follow up questions.
3. **Selection of Finalists:** Based on the initial interviews, the committee selects finalists to complete the remaining steps in the process.
4. **Observation of Teaching:** There are two options for this observation.
 - a) When possible and appropriate, the committee (or selected members) will observe final candidates in their current classrooms. Observation will be for 45 minutes, or a full period, whichever is greater.
 - b) The candidate teaches a 45 minute lesson of their choice to Hilltown children in the grade levels of the open position. The lesson will be observed by the hiring committee.



5. Meeting with a small group of teachers: Candidates will meet with a group of 6-8 teachers. The candidate is given the opportunity to ask questions of the teachers for up to 30 minutes. Following these questions, the candidate and the staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other teachers. The teachers give written feedback to the hiring committee.
6. Parent Meeting: Following the orientation meeting (step 1), the parent representative will contact parents of children who will be in the grade(s) of the open position to solicit questions for the parent meeting. The committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the hiring committee.
7. Final Decision: The hiring committee reads all written responses from staff and parents, discusses observations of lessons, and formulates questions for references. Committee member check references. Once all steps are completed, the committee makes the final decision. The BOT member verifies that process was correctly followed. The Hiring Committee reports decision to the BOT at the next meeting.

Timeline Goal: Four weeks from initial interviews to completion of process.

For Domain Coordinator Positions, the steps detailed below should be followed.

The Board President will chair a Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- Two staff members chosen by the Board President
- The two other Domain Coordinators
- A parent representative chosen by the BOT President.

1. Mandatory Committee Orientation: The hiring committee meets to determine criteria, screen resumes, discuss the timeline and create or revise interview questions for the first interview.



2. The First Interview: The hiring committee meets with the candidate for a 45 minute interview. The same pre-determined questions are asked of each candidate with flexibility for clarification and follow up questions. The hiring committee selects someone to begin checking references as they continue with the process.
3. Selection of Finalists: Based on the initial interviews, the committee selects finalists to complete the remaining steps in the process.
4. Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the hiring committee. Hiring committees for other positions will determine whether this step is needed.
5. Meeting with teachers and staff: All staff are invited to interview each final candidate for domain coordinator. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff. Staff give written feedback to the hiring committee.
6. Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Hiring Committee members may observe this step in order to make a fully informed recommendation. BOT members give written feedback to the hiring committee.
7. Final Decision: The hiring committee reads all written responses and formulates questions for references. Following the checking of references, the committee makes a recommendation to the full Board who makes the final decision.



Hiring Procedure for Internal Candidates for Teaching Positions

When a vacancy for a teaching position occurs, all staff will be notified in writing and given the opportunity to express interest in the position within 10 calendar days of the posting.

For current teachers, this constitutes a request to change their teaching assignment. These requests are addressed to the Education Coordinator, who will meet with all interested teacher(s) who meet the minimum requirements for the position. The Education Coordinator will make all decisions regarding requests to change teaching assignments.

For other qualified staff applying for teaching positions, including teaching assistants and long term substitutes, The Education Coordinator (EC) will chair the Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- A teacher chosen by the Education Coordinator.
- A parent representative chosen by the Education Coordinator. For classroom positions, the parent will not have children entering grades in the open position.

The Committee will interview the internal applicant(s). If necessary and appropriate, the individual may be asked to complete the parent and staff interview process. Based on the interview and the Education Coordinator recommendation the Committee will decide on one of the following options:

- a) Offer the staff member the position.
- b) Proceed with the external search process and provide the staff member the option to continue as a candidate.
- c) Not offer the staff member the position.



Hiring Procedure for Internal Candidates for Domain Coordinator Positions

The Board President will chair a Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- Two staff members chosen by the Board President
- The two other Domain Coordinators
- A parent representative chosen by the BOT President.

The Committee will interview the internal applicant(s). If necessary and appropriate, the individual may be asked to complete the parent and staff interview process. The Committee will recommend one of the following options to the full Board:

- a)* Offer the staff member the position.
- b)* Proceed with the external search process and provide the staff member the option to continue as a candidate.
- c)* Not offer the staff member the position.