

Dunmore School District
Proposed Hiring Policy for Professional Employees

1) For the process of interviewing all professional employees (teachers, guidance counselors, school nurses, librarians, and potentially administration) there shall be a panel constructed. The Superintendent, Administration, and School Board will collaborate for each specific interview exercise that arises. This panel may consist of, but is not bound by or limited to the following:

- Superintendent.
 - 1 Administrator from the level of the open position (DEC or JR/SR HS).
 - Principal will serve unless unable to attend (Superintendent will work with Assistant Principals in this case).
 - Department Chair or Pod Leader (Collaboration with the Teacher's Union if one of these people aren't available).
 - Certain specialty areas may call for individuals with expertise in that content area to be a part of the committee.
 - School Board Member – determined on a rotating basis – alphabetically – starting wherever the board agrees upon – Board Member may forfeit this opportunity and it will go to the next Member in alphabetical order.
 - Board Member must commit to attending all pre-planning meetings and all interviews.
 - Administration will work out the schedule or events according to the needs of the Board Member.
 - Board Member may choose to pass on their turn if there is a candidate who is related to them. The Board Member will then serve on the panel for the next round of interviews if they so choose.
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- Special Education Director if the position is a special education teacher or involves a specialty area within the scope of special education.

2) The Superintendent, Administration, and School Board collaborated to create a scoring rubric that reflects the priorities valued in the hiring of professional employees. This rubric is attached to this document. (There may be steps deleted from this process. For example, it may be difficult, impossible, or unnecessary to include a performance component during the process. If there is a performance component, timelines and circumstances may dictate its form. All candidates will have the same experience in the name of fairness and equity. This decision will be made in collaboration with the Superintendent, Administration, and the School Board.)

- The maximum score shall be 100 points.
- Scoring sheets will be given to the Superintendent at the completion of the interview. There will be a brief discussion at the end of each interview to ensure consistency. The Panel members may wish to submit the scoring sheets to the Superintendent at the end of all interviews so that a comparison may be undertaken before final scoring is complete.
- These scores will be totaled by the Superintendent in the presence of either, or all, of the following: Business Administrator, Superintendent's Secretary, or District Staff Accountant.
- All scoring sheets shall remain private. No names (scorer's name) should be attached to the scoring sheets. (candidate's name should appear on the scoring sheet)

- Scoring sheets will become possession of the Superintendent. (Scores may go into a file developed for the candidate for future reference – the scoring sheets will be destroyed after being reviewed and witnessed as described above).
- The Superintendent will forward the top 5 (five) scoring candidates to the School Board based on the outcome of the interview process.
- The School Board may debate immediate needs, candidate strengths, or any other aspects of the process with the Superintendent, Administrator(s), or participating Board Member.
- If, for some reason, the highest scoring candidate does not accept the position, the Board will entertain a discussion involving the remaining names that were forwarded.
- It is expected that there will be a paper screening of resumes and files, but every effort will be made to interview all interested parties.
 - There will be a maximum number of 10 candidates that will proceed to the performance portion of the process.
 - In the event that there are several openings, the number of candidates who proceed to the performance piece could be increased.

3) Questions for the interview will be developed by the Superintendent and Administrative Team.

- All candidates will be asked the same questions, by the same member of the interview panel, to ensure fairness and equity.
- These questions should be relevant to the current educational environment.
- The Board Member can be supplied questions, or can create their own questions.
 - Questions will be reviewed so that there is not redundancy and there is positive questioning flow.
- The interview panel will meet prior to the interview to review and assign questions. Consideration shall be given to the number of questions to ensure reasonable interview time.
- A writing prompt will be developed by the Superintendent and administrative team. This shall be completed immediately before or immediately after the interview. A computer will be set up in the central office area and an amount of time will be allotted for the candidate to complete the prompt. This writing sample will be corrected and scored by the Superintendent and Administrative Team.
- All candidates will receive the same writing prompt and be given the same amount of time to complete the sample.

4) Performance Component.

- Each candidate will have a score assigned from the performance component.
- Each candidate will be expected to teach a lesson to be observed by the interview team, or, time permitting, an actual lesson before one of our classes at the level of the job opening.
- In the case that the candidate is a frequent substitute in the District, an Administrator will evaluate the candidate using the Danielson Model. This should be brought forward during the pre-planning meetings to be discussed. The team should use this in the part of the scoring rubric defined by “substituting at Dunmore” or “prior work experience”.

5) Feedback

- Every candidate who participates in the interviewing process will receive a letter from the Office of the Superintendent apprising the candidate of their outcome.

- Candidates may request an appointment with the Superintendent to discuss the results.
 - The reason for this is to make unsuccessful candidates aware of areas where improvement can be made in the future.

Interview Process

- 1) Determination is made that a professional employee is needed.
- 2) Position is posted
 - Internally (Time determined by CBA)
 - District will review existing lists and files to begin the process
 - Externally – advertised (if existing lists are insufficient)
 - Subject area or specialty area.
- 3) Candidate must secure, complete, and submit to the Superintendent’s Secretary the following:
 - Resume
 - PA Standard Application – PDE website
 - Education Transcripts
 - Pennsylvania Certification
 - Praxis Exam Results
 - PA State Police Criminal Background Clearance (Dunmore School District website)
 - PA Child Abuse Clearance (Dunmore School District website)
 - FBI – Finger Print Clearance (Dunmore School District website)
 - Three Current References – complete with addresses and phone numbers

CANDIDATE WILL SIGN A DISCLOSURE OF NEPOTISM – A STATEMENT THAT THEY RECEIVE PRIOR TO THE INTERVIEW STATING THAT THEY ARE RELATED TO WHOMEVER AND HOW THEY ARE RELATED.

- 4) All applicants will be paper screened by (Interview Panel, Superintendent, Administrative Team, and School Board). There will be at least 5 applicants chosen with an effort to interview all interested parties. There will be a maximum of ten (10) candidates who will proceed to the performance portion of the process.
- 5) A timeline is set by the Superintendent and administrative team.
 - Consideration to all panel member’s availability
- 6) The interview panel meets to create questions and assign questions.
- 7) The Superintendent and Administrative team collaborate to create a writing prompt.
- 8) The Interview Process proceeds.
 - Performance piece scheduled

- 9) The Superintendent and (Business Administrator, Secretary, etc....) tabulate the results.
- 10) The Superintendent forwards a minimum of 5 names per opening to the School Board.
 - Discussion will ensue
- 11) Candidate is hired at a regular School Board Meeting.

Dunmore School District Professional Employee Interview Scoring Rubric

100 points – Maximum Score

<u>Points</u>	<u>Criteria</u>
1. <u> 5 </u>	Residence within the District
2. <u> 5 </u>	Graduate of the Dunmore School District
3. <u> 8 </u>	Undergrad GPA (actual GPA i.e. 4.0, 3.5) Praxis Exam Scores on a sliding scale (4 is maximum – comparison of all candidates)
4. <u> 5 </u>	Veteran of the Military
6. <u> 10 </u>	Writing Sample
7. <u> 25 </u>	Performance Component
8. <u> 7 </u>	Substitute teaching in Dunmore
9. <u> 30 </u>	Actual Interview (see question criteria areas – next page)
10. <u> 5 </u>	Work Experience

100 points total

Actual Interview – Areas of Importance

*Questions will be derived from the following areas

- Content and Pedagogy Knowledge
- Classroom Management
- Special Education Knowledge
- PSSA/Keystone Testing Knowledge
- Differentiation of Instruction
- Higher Order Thinking Knowledge
- Planning and Preparation
- Student Assessment Design
- Student Engagement Knowledge
- Flexibility and Responsiveness
- Communication Skills
- Professional Community Participation
- Professionalism (appearance, eye contact, enthusiasm, personality)

Statement of Nepotistic Relationship

Applicant Name _____

Position Requested _____

Date _____

Please select one:

_____ I am an applicant for the position listed above and declare that there is no relationship with any member of the Board of Education or any District Official.

_____ I declare a relationship as defined below exists with _____

who is my _____.

Signature _____

Relative is defined as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, aunt, or any person living in the same household.

District officials may include but are not limited to members of the Board of Education, the superintendent, administrators, directors, and supervisors who may serve in the chain of command for the position.

This statement shall neither favor nor deter employment within the Dunmore School District.