



ATTLEBORO PUBLIC SCHOOLS

HIRING PROTOCOL

Understanding that the quality of staff that we attract to Attleboro is the key to a successful school system, the district will follow this hiring protocol.

Our goal is to have a process that will provide standardized guidelines for the screening, interviewing, and selection of applicants for posted positions in the Attleboro Public Schools.

Posting of Position(s)

The leadership team analyzes the needs of the district and authorizes the posting of vacancies.

- The Job Posting Request Form is completed and forwarded to the HR Office for posting.
- Position(s) are posted. Vacancies are posted following the contractual requirements. Posting of vacancies is distributed to all staff via email, posted on the Central Office employment board, posted at every school building, posted on the APS website, the APS prodev website, SchoolSpring, DESE website, MASS website and the newspaper as necessary.
- Applications are submitted. All prospective employees and internal candidates submit applications electronically using SchoolSpring. Application packets shall include a cover letter, resume, licensure status documentation, recent letters of recommendation and copies of transcripts. Internal candidates are encouraged to submit their resume and additional documents along with their cover letter.

Application Review

- Applications are reviewed. Principals have the primary hiring responsibility in their building. All administrators have access to these electronic applications.
- Principals are encouraged to form an advisory committee to assist with the screening and interviewing process. (A resume review form can be created and used, along with the SchoolSpring evaluation rounds; a sample is attached.)
- The Principal or other appropriate administrator screens the applications and sets up interviews with the most promising candidates. When possible the HR office supplies to Principals information gleaned from job fairs and on-campus interviews regarding outstanding candidates.

Confidentiality throughout the hiring process is extremely important. All contact with the candidate is done through the Principal or designee. Any documentation such as resumes, cover letters, etc., is seen only by the advisory committee and returned after each meeting to the Principal or advisory committee chair. No contact is made to the district where the candidate is currently employed until the candidate is a finalist.

Interview Process (Initial Candidates)

- Candidates to be interviewed are contacted by the Principal or designee. Candidates are notified with whom they will be meeting, location, building entrance and time.
- All internal candidates who are licensed and qualified for the position for which they apply are interviewed.

- Advisory committees are encouraged to have candidates respond onsite to a writing prompt. The writing prompt should be created by the advisory committee.
- Candidates are encouraged to visit the APS website to review school and district information.
- Questions for candidates should be carefully developed by the advisory team. The advisory team will ensure that the same questions are asked of each candidate. Using behavior-based questions is encouraged (see attachment).
- Advisory committees are encouraged to record impressions of candidate responses in a manner/format deemed appropriate by the advisory committee.
- After discussion, the advisory committee reaches consensus about which candidates will move forward in the process.

Interview Process (Finalists)

- The Principal and other appropriate staff set up interviews with the finalists. In addition to an in-depth interview, the finalists may be asked to do a demonstration lesson, be given a guided tour of the building and have the opportunity to interact with staff members.
- The finalists are notified by the building principal that a minimum of three references will be contacted. The finalists are given time (one to two days) to inform references. Finalists should be told that reference checking may go beyond those listed on the resume including their current and/or previous employer. The Principal or designee uses a reference checklist when making contacts (sample attached). In the case of a practicing teacher, the building principal must be called for a reference check. With finalists who are currently in their student teaching experience, their college supervisor and the cooperating teacher should be contacted.

Personnel Recommendation

- The Personnel Recommendation Form is forwarded to HR.
- The HR office accesses the ELAR database to verify the licensure status of the finalist. A finalist with a minimum of an initial license should be recommended except in extenuating circumstances, with the approval of the Assistant Superintendent.
- The finalist is required to provide all official transcripts prior to or at the meeting with the Assistant Superintendent.
- The Assistant Superintendent meets the finalist and determines the salary placement. Discussion of salary placement occurs only between the finalist and the Assistant Superintendent or other designee. If a finalist appears to be worthy of a high placement on the salary schedule, the principal should have prior approval from the Assistant Superintendent.
- The finalist has two business days to respond to a contract offer.
- A criminal records background check is conducted prior to any finalist beginning his/her employment. This CORI must satisfy the standards of the district.
- The orientation schedule is given to new teachers hired prior to August 15th.
- Mentors are assigned to newly hired educators prior to the start of the school year or upon hiring.

Attachments:

Resume Review Form
 Behavior Based Questions
 Reference Checklist

Vision Statement

Attleboro Public Schools ensures excellence for all students through powerful learning and constructive collaboration