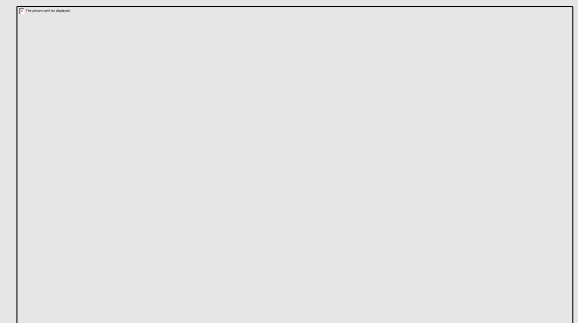




THE SCHOOL DISTRICT OF  
PHILADELPHIA

# “The World of Site Selection” Webinar

March 27, 2019

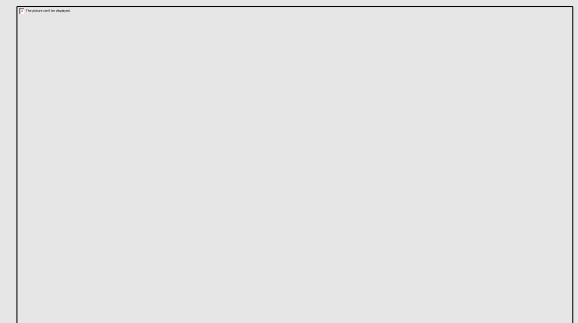




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## Tonight's Agenda

- I. Welcome
- II. Decoding the Site Selection Process
- III. Site Selection Portal Overview
- IV. Best Practices
- V. Q & A

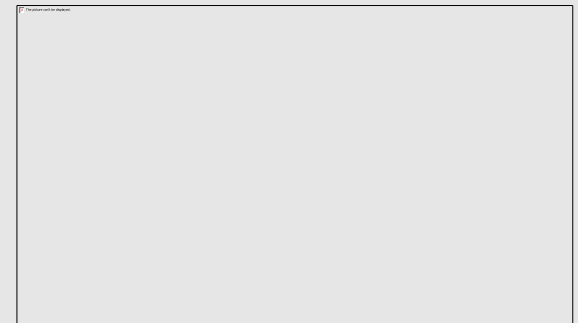




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## Decoding “Site Selection”

- Site Selection is the process where eligible teacher and counselor candidates apply to open positions in their content area(s) via the district’s intranet portal, interview and receive offers for roles.
- Candidates must be **eligible** before they can participate in site selection, meaning they have applied to the Teacher or Counselor Talent Pool and have been vetted.





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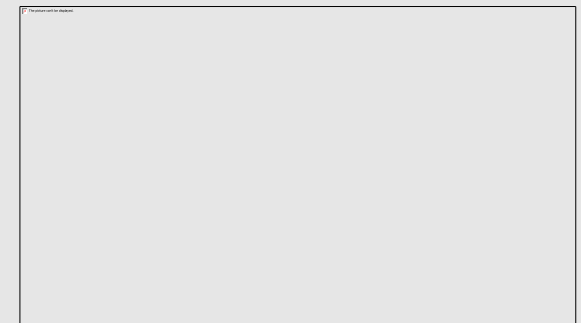
## Let Talent Matching Begin!

April 1, 2019

The Recruitment team will send a comprehensive email communication with specific instructions to successfully apply to teaching or counseling positions for 2019-2020.

April 3, 2019

The full list of open 2019-2020 teaching and counseling positions will be posted to our [Online Job Board](#), and you will be able to apply for open 2019-2020 positions in the [Site Selection Portal](#)





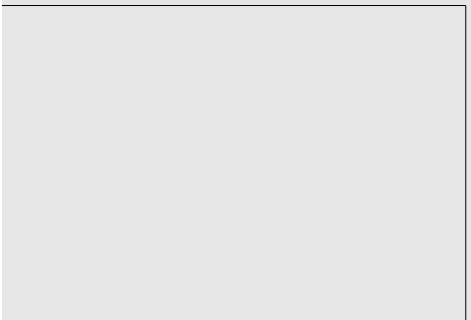
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## Online Job Board

Show 25 entries

Search:

School	Grade Level	Priority	Title	Primary Subject	Secondary Subject	Primary Skill	Secondary Skill	SpEd Exceptionality	Effective Date	Notes	Application
Crossroads @HP	3-6		Principal	Elementary Principal					2/4/2019		<a href="#">Apply Here</a>
Vaux High	9-10		Principal	Secondary Principal					2/4/2019		<a href="#">Apply Here</a>
Steel	K-8		Principal	Elementary Principal					1/28/2019		<a href="#">Apply Here</a>
Arthur	K-8		Principal	Elementary Principal					7/1/2019		<a href="#">Apply Here</a>
Edison	9-12	High Needs	Asst Principal	Secondary Principal					8/26/2019		<a href="#">Apply Here</a>
Locke	K-8		Asst Principal	Elementary Principal					2/21/2019		<a href="#">Apply Here</a>
Sharswood	K-8		Principal	Elementary Principal					3/11/2019		<a href="#">Apply Here</a>





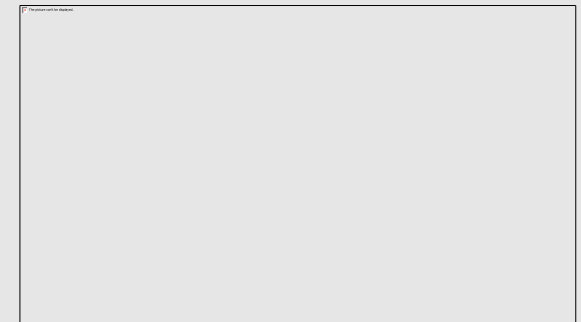
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## Let Talent Matching Begin..

April 3- June 21, 2019

Apply for open 2019-2020 positions in the [Site Selection Portal](#), meet schools at hiring events, and interview for open positions

- Monday, April 1: Network 7 Hiring Fair (Lowell Elementary School)
- Monday, April 8: Site Selection Meet & Greet (440 North Broad Street)
- Wednesday, April 10: Coaching & Development Info Session (440 North Broad Street)
- Tuesday, April 16: Acceleration Network Hiring Fair (McMichael Elementary)
- Wednesday, April 24: Site Selection Meet & Greet, Middle/High Schools (Edison High School)
- Tuesday, May 7: Site Selection Meet & Greet (West Philadelphia High School)





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## Site Selection Portal

**Site Selection Tracking**

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**Please Log In Using Your SSN and Last Name.**

SSN

Last Name

If you are currently a School District Employee please log in using the [Employee Portal](#).

For additional information please refer to the [Office of Talent FAQ](#)

*Save these!*

*Site Selection Portal:*

<https://apps1.philasd.org/ssdc/index.jsp>

*Instructions Guide:*

<http://bit.ly/SSPortalInstructions>

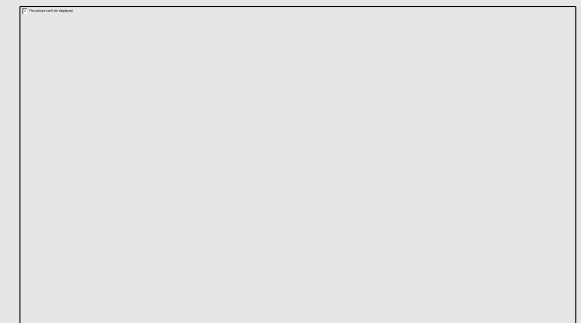




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## Site Selection Best Practices: Scheduling Interviews

1. You can select as many schools as you'd like to interview with.
2. We strongly encourage you cast your net as far and as wide as possible. Do not apply to one school.
3. If you don't hear back from a school within 10 business days, you should reach out to the school directly to inquire about your interview.
4. Utilize online job board for up to the day information about current openings in your content area. ([Online Job Board](#))
5. We encourage you to select at least 1 high needs school to interview with.



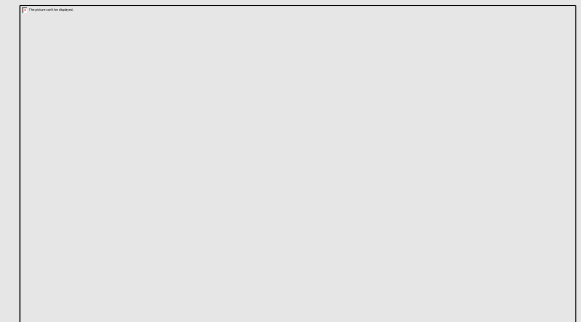




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## Site Selection Best Practices: Interviewing

1. Prepare for your interview by researching schools' website. Many schools will have their site selection process posted for your convenience. If this is not yet posted, reach out to the school directed to gather your next steps for your interview.
  - a. Note: You should only prepare for schools you have confirmed interviews with.
2. **Put your Best Foot Forward:**
  - a. Be prepared for your interview.
  - b. Dress professionally
  - c. Present your body of work (Lesson plans, data, reports, achievements)

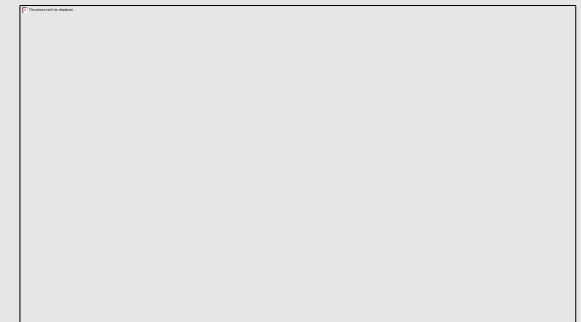




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## Site Selection Best Practices: Interviewing

1. Expect a panel style interview with several stakeholders from the school (principal, student and/or parent, teachers, other staff).
2. Inquire about whether you will be required to complete a demonstration lesson- some schools require them!
3. Bring questions with you- you are interviewing the school, too!
4. We strongly encourage you to attend events to meet schools you have applied to prior to interviewing.





# THE SCHOOL DISTRICT OF PHILADELPHIA

## Site Selection Best Practices: Receiving an Offer

1. In order to receive an offer, you must complete the form to your school and return it to Talent Support Services.
2. Our Talent Support Services team will contact you and you must sign and return the form there.

THE SCHOOL DISTRICT OF PHILADELPHIA  
 TALENT SUPPORT SERVICES  
 SITE SELECTION TEACHER ACKNOWLEDGEMENT FORM

TO BE COMPLETED BY THE CANDIDATE

PRINT NAME	TELEPHONE
EMPLOYEE ID NUMBER (current employee only)	EMAIL ADDRESS
PPID NUMBER	SITE SELECTION SCHOOL
CERTIFICATION(S)	DATE

EMPLOYMENT STATUS (CHECK ALL THAT APPLY)

- I am a new hire to The School District of Philadelphia.
- I am returning from parental leave.
- I am a recall from layoff teacher, counselor, or librarian.
- I am an approved restoration to service as a former School District of Philadelphia teacher, counselor, or librarian.

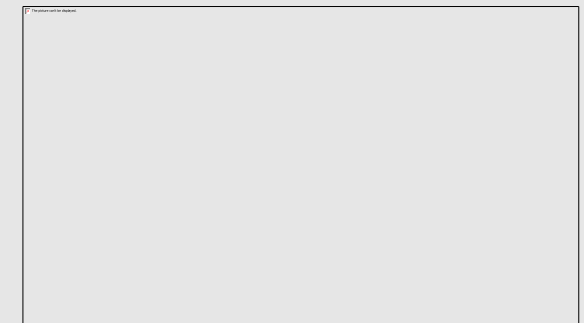
PLEASE NOTE: Your placement is not final until Talent Support Services confirms it via email.

- For new employees, you will receive an offer letter, which you will need to sign and return to Talent Support Services. Upon receipt of that letter, Talent Support Services will then communicate with you to process you for hire to The School District of Philadelphia.
- For existing employees, you will receive an email, which will confirm if your site selection has been honored.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

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from

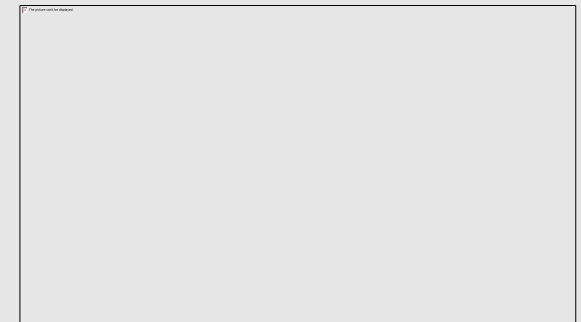




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## Site Selection Best Practices: Receiving an Offer

1. Your offer will include a salary quote on our Salary Scale between \$45,360-\$83,288 that incorporates your prior experience and education listed on your resume.
2. You will be required to verify your prior experience and education in order to receive this salary- check out <http://bit.ly/TeacherCompensation> for more info!
3. You will sign and return your offer letter to formally secure your placement.
4. You must then complete all hiring documents (clearances, certification, etc) no later than July 25, 2019.





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## **Site Selection Best Practices: Navigating Offers**

### **1. What if I don't hear back from a school after an interview ?**

- a. If you haven't heard back in 10 business days, you should feel free to reach out to the school. (Chances are they have moved forward with another candidate. Principals usually go after who they want.)
- b. Check your Site Selection Portal and the Online Job Board for an up to date list of which positions are filled and which are newly open.

### **1. What if I was Site Selected and and still had interviews scheduled?**

- a. You will be removed from the portal so that other schools should no longer see your candidacy.
- b. If you have future site selection interviews scheduled, send a priority email to those schools thanking them for the opportunity and advising them that you have found placement elsewhere within the district.



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## Site Selection Best Practices: Other

1. **What if I am in another State?** You should reach out to the school directly to express your interest and work with the principal to coordinate a skype interview if possible.
1. **What are the Implications of Signing a Site Selection form?** This form is used to solidify placement between a school and a candidate. Signing this form means you will have a contractual commitment to the school for between 1-2 years, depending on the type of school.
1. **Who is my Point of Contact throughout Site Selection?** Your recruiter is here to support you through site selection. Please feel free to reach out to your recruiter with questions, or concerns.
1. **Should I still attend events once I've been site selected?** You are not required to events after being site selected, however we encourage your attendance to gather important information and to meet other newly hired teachers.

# SPRING 2019 TEACHER & COUNSELOR MEET & GREETINGS

Register today at <http://bit.ly/MeetandGreetSchoolReg>

MON, APRIL 1, 4:00-6:00PM  
LOWELL ELEMENTARY  
\*NETWORK 7 SCHOOLS

MON, APRIL 8, 4:30-6:30PM  
440 NORTH BROAD ST  
ATRIUM

TUES, APRIL 16, 4:30-6:30PM  
MCMICHAEL ELEMENTARY  
\*ACCELERATION NETWORK  
SCHOOLS

WEDS, APRIL 24, 5-6:30PM  
EDISON HIGH SCHOOL  
\*MIDDLE & HIGH SCHOOL  
GRADES \*

TUES, MAY 7, 4:30-6:30PM  
WEST PHILADELPHIA  
HIGH SCHOOL

WEDS, MAY 29, 4:30-6:30PM  
FELS HIGH SCHOOL

WEDS, JUNE 12, 4:30-6:30PM  
440 NORTH BROAD ST ATRIUM

