The World of Site Selection
Your Recruitment Team

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Your Recruitment Team

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I. What is Site Selection?

II. School Application Process
   I. What to Expect in Site Selection Interviews
   II. Offer Process & Onboarding

III. Q & A
Chat Box
- Use the chat box to tell us your first name and the city, state and/or country you are listening from

Video (not for this call)

Share your Screen

Record
Graduation rates have increased for the third year in a row*

*Graduation rates based on 2017-2018 data

79%
District Schools

69%
District & Alternative Schools

202,767
Total Student Enrollment

124,184 District Operated
75,376 Charter Enrolled*
3,207 Alternative Education
*includes Cyber Charters

342
Total Number of Schools

215 District Operated
101 Charter Operated*
26 Alternative Education
*includes Cyber Charters

Student Diversity

Black/ African-American 52%
Hispanic/ Latino 21%
White 14%
Asian 7%
Multiracial/ Other 6%

School Funding

Local $1.36B | State $1.57B | Federal $17M

166
Languages Spoken by students/family

6,700+
Students now enrolled in Advanced Placement

35
Advanced Placement courses are available across our schools

40
Career and Technical Education Programs

8
International Baccalaureate Programs
What is Site Selection?

- Site Selection is the process where Teachers and Counselors to apply to open positions via the district’s intranet portal, interview, and receive offers.

- Both internally transferring employees and external applicants (you!) participate in Site Selection.

- External applicants must pass the application process before they can participate in Site Selection.
School Application Process

**March 31st:** You’ll get a comprehensive email communication on how to apply.

**April 1 at 9am:** Online Job Board goes live with 20-21 Teacher and Counselor openings

**April 1 at 12pm:** SDP’s intranet portal (called the Site Selection Portal) opens for applications

**April 1-on:** You submit a general resume and cover letter to individual openings in the Site Selection Portal.
## Online Job Board

https://jobs.philasd.org/online-job-board/

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<tr>
<th>School</th>
<th>ULCS Code</th>
<th>Grade Level</th>
<th>Priority</th>
<th>Title</th>
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<td>9-12</td>
<td>High Needs</td>
<td>Special Education Assistant</td>
<td>Chemistry 7-12</td>
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Site Selection Portal

Please Log In Using Your SSN and Last Name.

SSN

Last Name

Submit

If you are currently a School District Employee please log in using the Employee Portal.

For additional information on Site Selection for external candidates, please refer to the Site Selection Overview webpage.

Save these!

Site Selection Portal:

Instructions Guide:
Tip #1: Create a Great Resume

Summarize your experience and goals in 1-2 sentences

Accomplishments in previous roles

Experience clearly defined- use action verbs and tell us what we don’t already know!

Clearly indicate your Certification & Education

Remember: Your resume is submitted directly to principals through the site selection portal. Make a positive impact and leave a strong impression!
Tip #2: Include a Cover Letter

■ Go beyond your resume
  ○ What approach did you take to tackling one of the responsibilities you’ve mentioned on your resume?
  ○ What details would you include if you were telling someone a (very short!) story about how you accomplished that bullet point?
  ○ What about your personality, passion, or work ethic made you especially good at getting the job done?

■ Showcase your skills
  ○ What would your current colleagues say about you?

■ Throw in numbers to show your results

■ Address it to the “Site Selection Committee”

https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know
Tip #3- School Applications

- Cast your net far and wide - apply to more than one school.
- Check the Online Job Board and Portal often- job openings will change.
- If a position disappears from your selections list, it has been filled- do not lose hope!
- Reach out to the school directly with a personalized cover letter. Use our Schools Map to help!
Certifications

- We recognize not everyone is certified and you may have unanswered questions about COVID-19’s impact on your certification process.
- You can and should still engage in our hiring process - we will work with you.
- If you aren’t already certified, you should still apply to jobs - your certification areas should be areas that you are anticipating pursuing certification.
What to Expect: Interviews

1. All interviews will occur via Zoom platform
   a. If possible, dress professionally and be in a quiet place.
   b. Ensure your microphone and video are on.
   c. Check out more tips:
      https://online.hbs.edu/blog/post/virtual-interview-tips

2. Schools may request a virtual demonstration lesson:
   a. Submit a video of your previous experience, OR
   b. Demo lesson via Zoom, OR
   c. Performance task to assess lesson planning, classroom management ability.
Tip #4: Prepare for your Interviews!

**Know Yourself**
- Why did you get into teaching?
- What value do you bring to this team?
- How will these skills impact your students? Your team? The school community?
- What experiences do you have that prepared you for the challenge of the classroom? In Philadelphia?
- What have you accomplished in previous roles?

**Know Your School**
- What’s the district’s vision, mission, or five year plan?
- What pops on the school’s website?
- What can you tell about what the school community values?
- What skills can this school environment help you develop?
- Prepare questions about the school
Offer Process

1. Sign Site Selection Form which "confirms" your hire for a specific school and position

2. Receive official offer letter within 48 hours of signing Site Selection Form

3. Sign and return offer letter to secure your offer!
Salary offer on salary scale includes prior experience & education

Offer is contingent upon passing all onboarding clearances

Offer is binding; if you accept and then rescind, you cannot be rehired for two (2) years

Candidates are explained how to verify their experience & education for salary

Some folks may be emergency certified; we explain what this means to them
## Compensation and Benefits

- Competitive salary (up to $91,852)

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- Medical benefits through SDP begin October 1, 2020
- Vision, dental, pharmacy benefits through PFT Health & Welfare fund should begin on October 1, 2020
- Immediate enrollment in PSERS, Pennsylvania’s State Retirement System
- Tuition discount programs to continue your education

Salary scale that allows for long range career planning

Salary offer commensurate with education and experience
Tip #5: Navigating Offers

- **What if I don’t hear back from a school after an interview?** Send a follow up email.

- **What if I was Site Selected and still had interviews scheduled?** Once you sign your Site Selection Form, you will be removed from the Portal so that other schools should no longer see your candidacy. Email the school(s) where you had interviews advising them that you were hired elsewhere within the district.

- **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.

- **Who is my point of contact throughout Site Selection?** Your recruiter!

- **What if I decide I am no longer interested in a position in the district?** We wish you the best! Please notify your recruiter so we can remove you from the Portal so you stop receiving contact.
Onboarding after Hire

● Complete Required Hiring Documents: bit.ly/sdphiringdocs

● Complete any Certification Steps
  ○ Certified in PA for role: collect certification
  ○ Not certified in PA for role: bit.ly/sdpemergencypermit

● Attend a Hiring Session

Save the dates:
August 10-14, 2020 : New Hire Orientation
August 24, 2020: First Day of School for Staff
Questions & Answers

Please type your questions directly into the “Q&A” chat box to ask questions you may have.

Have an individual follow up question that can’t be answered here?

Email your recruiter:
Art, Music Teachers, School Counselors- Sara Metzger, smetzger@philasd.org
English, SS, Languages, ESL Teachers- Emily Weaver, eweaver@philasd.org
Special Education Teachers- Anna Garbuz, agarbuz@philasd.org
Science, Math, CTE, BCIT Teachers- Barry Zucker, bzucker@philasd.org
Elementary Teachers, Reading Spec- Chenoa Freeman, cfreeman@philasd.org
Let’s Get Hired!

Wednesday, April 1st at 12pm
Site Selection Portal Opens

Prep your Resume

Prepare for Demo Lessons

Check out details on our Site Selection Webpage:
https://jobs.philasd.org/site-selection-homepage/