

Virtual Hiring Plan for Teachers, Assistant Principals, and Climate Managers

The District is sensitive to the impacts of the spread of COVID-19 on daily functions of our district, and simultaneously acknowledges the reality that it will be in the best interest of schools and students to continue hiring efforts for the 20-21 school year during this time. The district aims to stay proactive and continue hiring where possible, using systems that allow for strong selection of candidates for open roles, equitable access for interviewers to engage in interviews, and an experience for candidates that keeps them excited about and committed to working with Philadelphia students.

The District also recognizes the value in having multiple participants in the interviewing process, including but not limited to community members, students, families, faculty and staff members, and others from across our organization. We know that not all of the individuals we would want to participate in interviews will be able to do so, given access issues and other responsibilities. We aim to make all interviews as accessible as possible, from both phone and computer. We ask that all principals and hiring managers connect with all individuals before hiring continues to better understand how they wish to participate in interviewing to confirm how they would like to be included this year and what supports they will need in order to participate. We ask that hiring managers and principals consider those requests and, where possible, make accommodations to support their teams.

Below the District has outlined a plan for transitioning hiring processes that typically take place in-person to virtual platforms.

Context on Hiring and How We Are Proceeding

- 19-20 SY Hiring: We will not continue to hire 10 month Teachers, Assistant Principals, Climate Managers, School Based Support staff members, and central office employees for the remainder of this school year. We will continue to hire Central Office Employees and Principals. 12 month essential staff members (Building Engineers, General Cleaners) budgeted at buildings can be hired on a case by case basis.
- 20-21 SY Hiring:
 - Central Office Staff: We will continue to hire for positions for the Central Office.
 - Principals: We will continue to hire Principals for the 2020-2021 academic year. All aspects of selection will take place remotely, including but not limited to selection days, community interviews, and final interviews with Dr. Hite, Dr. Nunez, and Larisa Shambaugh.
 - Assistant Principals and Climate Managers: We will continue to hire Assistant Principals and Climate Managers for the 2020-2021 academic year. All aspects of selection will take place remotely, including but not limited to selection days, community interviews, and final interviews with Assistant Superintendents.
 - Teachers: We will begin hiring teachers for the 2020-2021 academic year on Wednesday, April 1, 2020 (the start of site selection).
 - School-based Support Staff: The Recruitment team will post applications for all positions on either April 15 (for non-Pool positions we conduct screening and create eligibility lists on an annual basis, such as Secretary, Nurse, Occupational Therapist, Climate Support Specialist) or May 15 (for Pool positions for which we hire ongoing, such as Special Education Assistant, Student Climate Staff, and Food Services Assistant) Recruitment would research and move online all required testing, including written tests, performance tasks, and oral interviews, via secure Google forms or Zoom.
 - For non-Pool positions, testing would occur May 15- June 15.
 - For Pool positions, where information sessions are required, we would begin information sessions and testing on June 1, either virtually or in person.

Four things to note:

- The timeline for hiring Assistant Principals and Climate Managers remains the same. Principals who purchase these positions may be able to identify the individual(s) who will assume the position(s), but are not guaranteed full choice to determine who is in the position after May 1st. Current Assistant Principals and Climate Managers identified as needing placement for the 2020-2021 academic year will need to be placed. Principals will have until May 1, 2020 to complete Assistant Principal and Climate Manager hiring from the eligible pool of candidates. After May 1, Principals will be required to hire from among the pool or accept the placement of individuals who are identified as needing placement.
- The timeline for Site Selection for internal forced transfers, voluntary transfers and external candidates will remain the same as previously shared. See below for the key dates for movement:
 - March 31, 2020: Talent communication notifying all forced transfers of their forced transfer status
 - April 1, 2020: Site Selection begins for Forced Transfers, Voluntary Transfers, External Candidates
 - May 31, 2020: Site Selection closes for Voluntary Transfers
 - June 24, 2020: Spring Site Selection closes for Forced Transfers, External Candidates
 - June 26-28, 2020: Seniority-based Movement
 - July 2, 2020: Year-Round Site Selection begins for External Candidates
- Hiring Managers, please be mindful of the distribution of confidential materials to teams. We recognize that interview questions that were previously distributed in hard copy and collected at the end of interviews cannot be distributed in the same way at this time. We ask that you consider how best to protect the confidentiality of documents. We encourage you to consider creating a shared google document for interview teams that provides an opportunity for the selection team to generate their own shared questions.
- We recognize that individuals being interviewed may require more accommodations than is typically allowed. We appreciate your patience in understanding other participants' various circumstances (including but not limited to caring for ill family members, caring for healthy family members, not having access to a private space for interviewing, and more).

Principal Resources Needed:

- Each principal/ hiring manager should assign an Interview Organizer to manage the logistics of virtual interviews. This organizer may be in a different position at each, but could be an AP, teacher coach, SBTL, etc. This person does not need to be a member of the Site Selection Committee.
- SDP encourages hiring managers and principals to use Zoom for virtual interviewing. Of course, conference calls and other means can be used, but we do believe that Zoom will most effectively support the hiring process for all.
- Principals, please be sure to consider the various needs of your interviewing team for all positions so that, whenever possible, they can be represented in interviews (by Zoom, by phone call, or by other means that are not in person).
- Each Interview Organizer should sign up for a free Zoom Basic account, if they do not already have one. Zoom has lifted the 40-minute limit on Zoom meetings in Zoom Basic accounts for K-12 schools, and schools can sign up for an account here: <https://blog.zoom.us/wordpress/2020/03/13/how-to-use-zoom-for-online-learning/>.
- For individuals new to the platform, Zoom hosts live webinars daily to learn the basics of using a Zoom account: <https://support.zoom.us/hc/en-us/articles/360029527911>
 - We recommend that the primary organizer/operations person attends the "Getting Started with Zoom" and "Zoom Meetings" training.
- We recommend that Zoom interviews are all set up with a similar meeting template:
 - Template Name: "Teacher/Counselor Site Selection Interview"
 - Description: "This link will be used for a virtual interview between Site Selection Committee members and candidate(s) for teaching positions at School X. This interview will be recorded."
 - Do NOT require a meeting password.
 - Turn video feature ON for Host and Participants
 - Audio: Use both the Telephone and Computer Audio options in order to make the interview as accessible as possible to interviewers and candidates. *Note: one individual should not access the interview by both the phone and their laptop/ tablet to limit feedback for all participants.*
 - Meeting Options:
 - DO turn on the 'enable join before host'
 - DO enable a waiting room (learn more about the waiting room feature [HERE](#))
 - DO automatically record the meetings (Record to the Cloud).

TEACHER HIRING

We recognize that members of the site selection team (parents, teachers, and others) may have varying degrees of access to participate in site selection. As mentioned above, we ask that Principals speak directly with members of their site selection teams to understand their interest in and ability to be involved, given our context. It is at the discretion of the school-based site selection committee how they will coordinate in regards to substitutions and attendance.

Site selection teams shall work together to confirm their hiring process for teacher positions. They must norm together on ideal answers before interviewing with any candidate begins.

Candidate Screening

- Centralized Screening will continue for teachers.
- Internal and external candidates will submit school-level applications the same way they currently do.
 - Teacher, Counselor, and Librarian forced transfers and voluntary transfers will apply to open positions via the Site Selection Application in their employee login.
 - External candidates will apply to open positions via the external Site Selection Application.
- Principals have access to log in to the Site Selection Application to view applicants for their positions.
- If principals would like to see candidates beyond those who have applied to their school site, they can do so via searching the Site Selection Application. Talent Partners are a helpful resource in supporting this need, so do lean on them for support in navigating the Site Selection Application.
- We recommend Principals or designee review applications at a minimum of twice per week.

Interviews

- The Site Selection Team should continue to meet to interview candidates.
- All interviews for internal and external Teacher, Counselor, and Librarian applicants will occur remotely. This includes individual interviews and group interviews.
- In order to align to Site Selection Committee Requirements please:
 - Ensure that each member of your Site Selection Committee, including parent(s) and/or student(s), has access to participate (see above) and
 - Ensure the full site-selection team is invited to every interview.

Demonstration/Sample Lesson/ Performance Tasks

- As part of the Site Selection Interview process, internal and external candidates can be asked to complete a demonstration lesson for Committees to assess the candidates' ability to perform critical instructional activities.
- The closure of schools makes live, in-person classroom demonstrations impossible to conduct.
- Principals and Site Selection Teams are encouraged to request sample lessons or performance tasks of all candidates. Some potential options include but are not limited to the following:
 - Request a video of the teacher teaching; they may just have one!
 - Have the candidate complete a sample lesson via Zoom, with members of your site-selection team available to participate. (If you do this, we encourage you to consider asking members of the site selection team to participate as though they are students.) Ensure that you debrief the sample lesson with the teacher immediately after the sample lesson.
 - Create a performance task for the teacher where the teacher looks at a data set for their hypothetical classroom and determines a path forward that would most effectively support students in their classroom.

Reference Checks and Offer Process

- Schools will conduct reference checks using the same format they did prior to virtual hiring. This includes a phone call or email to references provided by candidates, and/or with their current or former supervisors.

- In order to confirm a Site Selection, a Principal should send a completed Site Selection Form (to be distributed once conversation with PFT is complete) with their e-signature on it to their Talent Partner and the Candidate, and ask that the Candidate reply to the form with their acceptance of the position and the form as completed. The timestamp for the Site Selection completion will be the time the Candidate sends their confirmation email. Talent Partners cannot honor Site Selection forms until confirmation from the candidate is received.
- Talent Partners will review the Site Selection Form and either confirm or deny the Site Selection. If confirmed, Talent Partner will send approval to the Principal and Candidate as current practice dictates.

ASSISTANT PRINCIPAL AND CLIMATE MANAGER HIRING

Candidate Screening

- Any screening beyond the Office of Talent's central screening that currently occurs prior to school-level interviews will take place as usual, replacing Zoom where needed for screening activities. This includes essays, performance tasks, interviews, and other activities, depending on position.
- Internal and external candidates will submit school-level applications the same way they currently do
 - Both internal and external applicants for Assistant Principal and Climate Manager will submit applications for school-level openings via SearchSoft.

Interviews

- All interviews will occur remotely. This includes individual interviews and group interviews. Breakout spaces can be used for activities that require separate spaces for interview activities.

Reference Checks and Offer Process

- Schools will conduct reference checks using the same format they did prior to virtual hiring. This includes a phone call or email to references provided by candidates, and/or with their current or former supervisors.
- In order to confirm a non-teacher hire, the Office of Talent will send an offer letter to the candidate. The candidate will respond electronically confirming their offer letter.