



THE SCHOOL DISTRICT OF
PHILADELPHIA

Welcome to “The World of Site Selection” Webinar!

We will begin shortly.

Please make sure that you have logged into the Zoom and called in to the audio via
your computer or a phone.

Your video can be OFF and your audio turned to MUTE.



Your Recruitment Team



Sara Metzger

Director of Recruitment

smetzger@philasd.org



Barry Zucker

**Math, Science, BCIT, CTE
+ Art Teacher Recruiter**

bzucker@philasd.org

Your Recruitment Team



Anna Garbuz
Special Education, Speech,
Vision, Hearing, Elementary,
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English, Social Studies,
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Agenda

- I. What is Site Selection?
- II. School Application Process
 - I. What to Expect in Site Selection Interviews
 - II. Offer Process & Onboarding
- III. Q & A

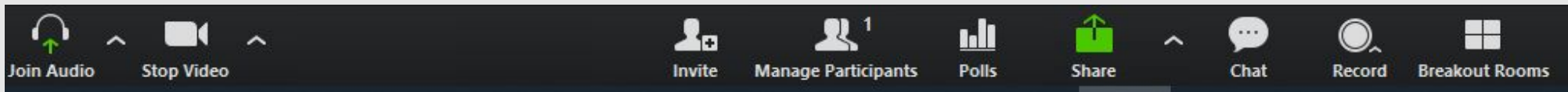




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Zoom Features

- **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?

internal and
external
candidates

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

**Complete Teacher
Talent Pool
application**

**Pass application
screen and
become eligible**

**Apply to school
postings and
interview with
Principals**

**Receive
offers**



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School Application Process

March 29th: You'll get a comprehensive email communication on how to apply for school specific roles.

March 29th: Online Job Board goes live with 21-22 Teacher and Counselor openings

March 29th-on: Apply for school specific roles, interview, and complete the site selection process

After Signing an Offer: Begin collecting and submitting hiring documents through Taleo,





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Site Selection Homepage - Bookmark this page!

Basic information
about site selection
and important
dates.

Scroll down for FAQs,
Recruiter Information

OFFICE OF Talent Support Services
215-400-4600 Portal: D Suite: 222

Site Selection Homepage

Welcome to the Site Selection Overview page!

This webpage is designed for external teacher and school counselor applicants who have applied to the Teacher Talent Pool or School Counselor Talent Pool and have been notified they passed the screening stage and are eligible to apply to open teacher and counselor roles for the upcoming school year.

"Site Selection" is the School District of Philadelphia's process whereby 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.

Please use the links to the right to navigate through the most important Site Selection information.

What Should I Expect? Site Selection Timeline

1. You apply to teach at the School District of Philadelphia via the [Teacher Talent Pool](#) or [School Counselor Talent Pool](#).
2. Recruiters review applications on a rolling basis and within one week send an eligibility notification to you. *Note: Some positions require additional interviews and screening.*
3. Review the [Job Board](#) to find openings in your content area(s). Use the [Schools Map](#) to learn more about school locations, view website and social media information, and find contact information for schools.
4. When you have identified a position you want apply to, log into the [Job Board](#) and apply to school openings listed in your content area(s).
5. School leaders directly contact you to schedule virtual interviews and/or virtual demonstration lessons.
6. When a school wants to hire you, the Principal will send you a [Site Selection Form to sign](#). This is a formal commitment to the school for the 21-22 school year.
7. You sign and return the Site Selection Form via email to the Principal.
8. Roughly 48 hours after you turn in the form, you will receive an official offer letter from their recruiter with a salary quote (based on experience as outlined on our [Salary Page](#)).
9. You sign and return your offer letter within five business days. You're hired!
10. You complete and upload your new hire paperwork, after which time you'll sign up for benefits. *Hiring paperwork takes approximately three (3) weeks to complete.*
11. You attend New Teacher Orientation (August 9-13, 2021) and then begin work (August 23, 2021 for PD).

Eligible External Teacher/Counselor Job Board
When made eligible, click to view and apply to our current open teacher and counselor roles

Internal Employee Job Board
Internal employees use their employee login to apply to roles

Hiring Events
Check out a list of upcoming hiring events and ways to learn about opportunities for the current and upcoming school year!

Exploring SDP Schools
Looking to connect with an individual school? Check out the schools map for more info!

Link to "Online Job Board", also in your eligibility email

Link to Hiring Events - these are being updated as events are added



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Applying for Vacant Roles: Online Job Board from Eligibility Email

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Welcome. You are not signed in.

Job SearchMy Jobpage

KeywordLocationJob Field

Job Openings 1 - 9 of 9

▼ Posting Date

▼ Location

Worker Location

☐ The School District of Philadelphia (4)
☐ Marshall, Thurgood School (5500) (1)
☐ Wilson, Woodrow Middle School (8120) (1)
☐ Webster, John H. School (5590) (1)
☐ Dobbins, Murrell High School (4060) (1)
[Show more...](#)
[See all locations](#)

▼ Job Field

Category

☐ Instructional (11)
[See all job fields](#)

► Job Type

► Job Schedule

▼ Job Level

☐ Non-Management (7)
☐ Entry Level (4)

Save this Search

Requisition Title	Location
Teacher, Full-Time - Elementary 4-6	Marshall, Thurgood School (5500)
Teacher, Full-Time- English 7-12	Dobbins, Murrell High School (4060)
Teacher, Full-Time - Esol Program Specialist K-12	Wilson, Woodrow Middle School (8120)
English/Language Arts Teacher Talent Pool, SY 21-22	The School District of Philadelphia
ESOL Teacher Talent Pool, SY 21-22	The School District of Philadelphia
Social Studies Teacher Talent Pool, SY 21-22	The School District of Philadelphia
Spanish Teacher Talent Pool, SY 21-22	The School District of Philadelphia
Teacher, Full-Time- ESOL Program Specialist K-12	Webster, John H. School (5590)
Teacher, Full-Time- Biology 7-12 (Bilingual Spanish)	Edison, Thomas A. High School (5020)

Previous1Next





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Searching for Open Roles

Keyword: use this for
SUBJECT/CONTENT

Location: use this for
specific schools, NOT
geographical areas

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Requisition Title

Teacher, Full-Time - Elementary 4-6
Teacher, Full-Time- English 7-12
Teacher, Full-Time - Esol Program Specialist K-12
English/Language Arts Teacher Talent Pool, SY 21-22
ESOL Teacher Talent Pool, SY 21-22
Social Studies Teacher Talent Pool, SY 21-22
Spanish Teacher Talent Pool, SY 21-22
Teacher, Full-Time- ESOL Program Specialist K-12
Teacher, Full-Time- Biology 7-12 (Bilingual Spanish)



You will need to answer the following questions for EACH application:

- Are you a current SDP employee? (NO*)
- Are you a current SDP teacher or counselor? (NO)
- Are you eligible to participate in site selection? (YES)

Tip #1: Create a Great Resume

LAUREN HOFFMAN
1 Main Street, Brighton, East Sussex BN1 2NW | C: 07956 654 32 | example-email@example.com

SUMMARY
Motivating and talented Sociology Professor driven to inspire students to pursue academic and personal excellence. Consistently strive to create a challenging and engaging learning environment in which students become life-long scholars and learners. Exceptional track record of research success with multiple published articles.

HIGHLIGHTS

- Accomplished researcher in Social Psychology
- Engaging public speaker
- Innovative thinker
- Graduate mentor
- Curriculum development
- Resourceful academic advisor
- American Sociological Association member
- Strong public speaker
- Personable and approachable
- Inspiring lecturer

ACCOMPLISHMENTS

- Authored numerous articles published in prestigious journals including Contemporary Sociology, Journal of Health and Social Behaviour, and Social Psychology Quarterly.
- Currently in final selection stages for the Pershing Grant for Sociological Studies.
- Recruited three previous alumni to become high-value university donors.

EXPERIENCE

02/2008 to Current

Sociology Professor
Brighton University — Brighton, England

- Guide students in using technology to support research.
- Foster students' commitment to lifelong learning by connecting course materials to broader themes, important moments in history, and current events.
- Collaborated with admissions on establishing prerequisites for undergraduate and graduate students.

05/2003 to 01/2008

Professor of Sociology
University College London — London, England

- Taught introductory and upper level courses in Sociology.
- Wrote course materials such as syllabi, homework assignments, and handouts.
- Demonstrated a continued commitment to undergraduate teaching through full participation in the college community.

EDUCATION

Ph.D.: Sociology

University of Oxford — Oxford, England

Master of Science: Sociology

University of Oxford — Oxford, England

Bachelor of Science: Sociology

Brighton University — Brighton, East Sussex

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. 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”



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Tip #3- School Applications

- Cast your net far and wide - apply to more than one school.
- Check the Online Job Board often - job openings will change.
- Research schools while you apply- use our "Exploring SDP Schools" Resource to help!
- If a position disappears from your "My Jobs Page", it has been filled - do not lose hope!





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Certifications

- We recognize not everyone is certified at the time of application/interview.
- You **can** and **should** still apply and engage in our hiring process- we will work with you.
- If you won't be certified by August, we can support you with an emergency permit while you pursue your certification. This is especially true in high needs content areas!
- For more information on emergency permits:
bit.ly/sdpemergencypermit





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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”:
 - a. Video of your previous experience;
 - b. 10-15 minute virtual 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



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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 your offer letter directly in Taleo by following the link in your email.



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TALENT SUPPORT SERVICES 2021-2022 SITE SELECTION FORM

This form is used to confirm an individual's placement at a given school. Once a candidate and principal have signed the form, the principal will upload the site selection form to candidate submission in Taleo and change the status to "Site Selection Form Returned". An email from Talent will confirm if this Site Selection has been honored. We encourage individuals to exercise careful judgment when signing their forms as these decisions are binding. Individuals not yet working as teachers within SDP must be deemed eligible by the Talent team in order for the Site Selection to be honored. They will receive offer letters soon after their site selection forms are processed and honored. Signing the offer letter simply confirms what signing this form has indicated: that the candidate has committed to a given position within SDP. This placement is not final until Talent Support Services confirms it via email.

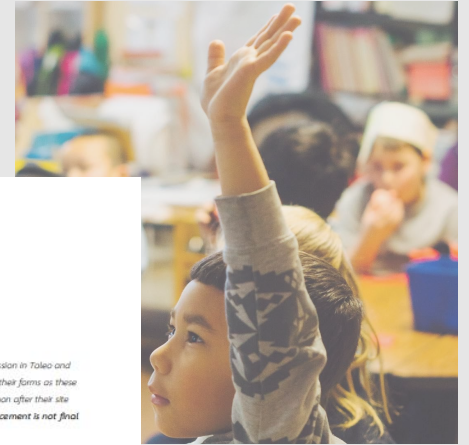
TO BE COMPLETED BY THE TEACHER/ COUNSELOR

FULL NAME (Last name, First name)	
EMPLOYEE ID NUMBER (Please include if you are a current or former SDP employee.)	
SITE SELECTION SCHOOL (FOR 2021-2022 ACADEMIC YEAR)	
CURRENT SCHOOL (Please include if you are a current SDP employee.)	
POSITION (Please include your position for the 2021-2022 academic year, including the content area(s), grade level(s), and/or exceptionalities served. Your area of appointment is determined by the first content listed within your position. See next page for guidance on positions, areas of appointment, and exceptionalities.)	
EMAIL ADDRESS	
PHONE NUMBER (Please include the best number where you can be reached between the hours of 7:30 AM and 5 PM.)	
PPID NUMBER	

I understand that in signing this form, I am withdrawing my application for consideration for any other position for the 2021-2022 school year. I also understand that, if I have chosen a position for which I am not yet certified, I will need to work with the Office of Certification to coordinate my next steps.

TEACHER/ COUNSELOR Signature

Date



Offer Letter

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

THE SCHOOL DISTRICT OF PHILADELPHIA
EDUCATION CENTER
440 North Broad Street, Suite 222
PHILADELPHIA, PENNSYLVANIA 19130

OFFICE OF TALENT
via e-mail

TELEPHONE (215) 400-4600
FAX (215) 400-4611

<<First Name>> <<Last Name>>
<<Email Address>>

Dear <<First Name>>,

We are pleased to offer you a <<Primary Subject>> <<Secondary Subject>> <<Additional Position Details>> <<Title>> at <<School Name>> for the 2020-21 school year, at an annual salary of <<Salary>>*, which is Step <<Step>> on the <<Education Level>> salary scale. This is a 10-month position and is represented by the Philadelphia Federation of Teachers (PFT).

Your tentative start date is August 24, 2020. Your actual start date will be confirmed when your processing is complete, which means that you have received your ID badge and an assignment slip confirming your start date.

This offer of employment is contingent on satisfying the following conditions:

1. *The salary quoted is based on the education and teaching experience you provided in your application and must be verified from your educational institution(s) and previous employer(s) before being awarded. It is your responsibility to ensure that your education and prior experience are verified in order to receive this salary. The prior experience information for you to provide to your previous employer(s) can be found at <http://bit.ly/SDPSalarySchedule>.
2. That your Criminal Record Check, Child Abuse Clearance, FBI check, Sexual Misconduct/Abuse Disclosure Release, or other post-offer reviews do not disqualify you from employment pursuant to state law, District policy, or executive directive.
3. You must have a conferred Bachelor's degree and receive the appropriate certification from the Pennsylvania Department of Education (PDE) by your start date. If you are not certified to teach in this content area in PA and require an emergency permit to fulfill this role, the permit will be issued through the District by PDE. You must pursue relevant education and/or testing to obtain appropriate certification for the position. You understand that you are only eligible to teach in the same position for more than one year if you obtain necessary educational credits and remain eligible for

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 \$93,689)

Step	Bachelor's	Master's	Master's+30
1	\$47,191	\$48,581	\$51,619
2	\$49,188	\$50,922	\$54,305
3	\$53,178	\$55,435	\$59,339
4	\$56,560	\$58,815	\$62,895
5	\$59,772	\$61,937	\$66,104

Salary scale that allows for long range career planning

Salary offer commensurate with education and experience

- Medical benefits through SDP begin October 1, 2021
- Vision, dental, pharmacy benefits through PFT Health & Welfare fund should begin on October 1, 2021
- Immediate enrollment in PSERS, Pennsylvania's State Retirement System
- Tuition discount programs to continue your education



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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?** Email the school(s) where you had interviews advising them that you were hired elsewhere within the district and withdraw your application in Taleo.
- **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 withdraw your applications in Taleo and notify your recruiter so we can update your status and you stop receiving contact.

Onboarding after Hire (~3 weeks)



- Apply for PA background checks \$65
- Complete health physical with TB test on your own \$ *varies*
- Complete hiring paperwork: bit.ly/sdphiringdocs *online*
- Complete certification & salary step(s) - *1-2 phone calls*
 - Meet with certification representative to show certification (if certified) or apply for emergency permit (if you need additional certs)
 - If you have previous teaching experience, meet with salary rep about prior experience forms

Save the dates:
August 9-13, 2021 : Virtual New Hire Orientation
August 23, 2021: First Day of School for Staff*



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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, Health and PE Teachers- Anna Garbuz, agarbuz@philasd.org
Science, Math, CTE, BCIT Teachers- Barry Zucker, bzucker@philasd.org
Elementary Teachers. Reading Spec- jobs@philasd.org

Let's Get Hired!

**Monday, March 29th
Site Selection Opens**

Prep your Resume

Prepare for Demo Lessons

Check out details on our Site Selection Webpage:

<https://jobs.philasd.org/site-selection-homepage/>