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

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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
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?

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

1. Complete Teacher Talent Pool application
2. Pass application screen and become eligible
3. Apply to school postings and interview with Principals
4. Receive offers
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,
Site Selection Homepage - Bookmark this page!

Basic information about site selection and important dates.

Scroll down for FAQs, Recruiter Information

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 to 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 20-21 school year.
7. You sign and return the Site Selection Form via email to the Principal.
8. Roughly 40 hours after you turn in the form, you will receive an official offer letter from your recruiter with a salary quote based on your experience as outlined on our Salary Pay chart.
9. You sign and return your offer letter within the business days. You’re hired!
10. You complete and upload your new hire paperwork, after which time you’ll receive an email from Hiring Services with your onboarding information.
11. You attend New Teacher Orientation (August 15-21) and then begin work (August 23, 2021 for PD).
12. If you have any remaining questions, contact HR.

Links:
- Link to “Online Job Board”, also in your eligibility email
- Link to Hiring Events - these are being updated as events are added
Applying for Vacant Roles: Online Job Board from Eligibility Email

OFFICE OF
Talent Support Services
216-400-4600 Portal: O Suite 222

Welcome. You are not signed in.

Search

Job Openings 1 - 9 of 9

Sorting Options

Location
Worker Location
- The School District of Philadelphia (4)
- Marshall, Turgood School (5550) (1)
- Williams, Woodrow Middle School (8129) (1)
- Wister, John H. School (5560) (1)
- Wilson, Mural High School (4060) (1)
Show more...
See all locations

Job Field
Company
- Instructional (11)
- See all job fields

Job Type
Job Schedule

Job Level
- Non-Management (7)
- Entry Level (14)

Search Results

Requisition Title Location
Teacher, Full-Time - Elementary 4-6 Marshall, Turgood School (5550)
Teacher, Full-Time - English 7-12 Dobbs, Mural High School (4060)
Teacher, Full-Time - ESL Program Specialist K-12 Villon, Woodrow Middle School (8129)
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 (5560)
Teacher, Full-Time - Biology 7-12 (Bilingual Spanish) Edison, Thomas A. High School (5020)

Previous 1 Next
Searching for Open Roles

Keyword: use this for SUBJECT/CONTENT

Location: use this for specific schools, NOT geographical areas

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 RH1 2WY | T: 07555 634 32 | example.email@example.com

**Summary**
Motivating and talented Sociology Professor. Drives students to pursue academic and personal excellence. Continuously strive to create a challenging and engaging learning environment in which students become life-long learners and leaders. 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**
- Currently in final selection stages for the Fulbright Grant for Sociological Studies.
- Recruited three previous alumni to become high-value university donors.

**Experience**

- **02/2008 to Current** Sociology Professor, 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.
  - Taught in Digital and Virtual Learning, using technology to support research.
  - Fostered student commitment to lifelong learning by connecting course material to broader themes, important moments in history, and current events.
  - Collaborated with appropriates on establishing prerequisites for undergraduate and graduate students.

**09/2003 to 01/2008** Professor of Sociology, University of Oxford — Oxford, England

**Education**

- Master of Science: Sociology, University of Oxford — Oxford, England
- Bachelor of Science: Sociology, Brighton University — Brighton, East Sussex
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 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!
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!

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
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.
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

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)

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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
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*
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/