

TEACHER EMPLOYMENT PROCESS

Step 1 - Application Individuals seeking employment must submit a *completed* online application and upload a resume and essay. Additional documents may also be uploaded for review. When the above information and materials are received via our online applicant tracking system, applications are reviewed for possible employment.

Step 2 - Screening All applications are reviewed to determine if the applicant meets the credential requirements for the designated subject or grade level. Applications are then reviewed to determine the most suitable candidates for current and anticipated vacancies.

Step 3 – Phone Interview When a vacancy occurs, phone interviews are scheduled for applicants whose qualifications make them most suitable for the position. Candidates are interviewed by the Director of Deeper Root Academy.

Step 4 – Face to Face Interview This interview is scheduled for applicants whose qualifications make them most suitable for the position. The applicant should bring to the interview their Teaching Certificate, resume and letters of reference, if they were not previously submitted online. Candidates are interviewed by an administrator or by a committee, which may include an administrator and staff from Deeper Root Academy. Interviews are scheduled at the school where the vacancy exists.

Candidates may be asked to interview for several positions at different times as a result of this process. Individuals not recommended for a specific vacancy will continue to be considered for other positions.

Step 4 – Demonstration Lesson If an applicant is found to be a viable candidate for the vacancy after the initial interview, the candidate will be asked to conduct a Demonstration Lesson in the subject or grade level for which the application was made. The administrator will advise the candidate of the topic of the lesson and any other essential information that may be needed.

Step 5 – Contingent Offer to a position is made by Dr. Angela Kennedy on the recommendation of the committee, after the candidate has agreed, orally or in writing, to accept the terms and conditions of employment that Dr. Angela Kennedy is prepared to recommend. When the offer of employment is made, a tentative salary placement is determined based on available information from the application. Final salary placement is based upon verification of prior years experience and receipt of official transcripts. Transcripts must verify the awarding of credit by an accredited university with all units being converted to semester units. New employees are required to have proof of fingerprinting on file in the Human Resources Office prior to the start of employment.

Step 6 – 2-Day Mandatory Orientation New hires are provided a packet of information regarding health/dental benefits, contract and other items related to employment.