

TEACHER INTERVIEW PROCESS
(Revised: 4-29-19)

GOAL

Utilize a consistent interview process across the division that emphasizes identifying teachers who:

- are successful;
- have the potential to become, or are “superstars”;
- can utilize resources;
- are visionaries;
- have integrity; and
- have passion for students.

INTERVIEW PROCESS

I. Selection of Candidate for Interviews

- Administrator selects pool of candidates for interview, the number of which could vary based on the subject area and time of year.
- Administrator selects candidates for interview from the Transfer Fair, Early Contracts for ACPS or ACPS teachers who need reassignment due to position reduction.

II. Interviews

- Administrator establishes a panel which should include:
 - Administrator
 - Teacher* from the grade level or specific area of the position to be filled
 - Parent* (*optional*)
 - A central office person related to the position to be filled (*optional*)
- Prior to the interviews, the administrator emails candidates ACPS 2020 Strategic Plan and the school improvement plan (SIP).
- Human Resources provides administrators with questions related to equity, diversity, vision, integrity and passion for the interviews. Administrators may share questions they develop in these areas with Human Resources to be considered for posting in Canvas for purposes of sharing.
- Administrator will develop other school and specific area related questions to ask during the interview. These questions may be included within the bank of questions that Human Resources will make available in Canvas.

Interviews may be adjusted for:

- *Teachers offered early contracts to ACPS.*
- *Interviews at Job Fairs.*
- *ACPS teachers who interview for positions through the Transfer Fair.*
- *ACPS teachers who need reassignment due to position reduction.*
- *Interns and student teachers recommended for hire by the administrator where they served as interns and student teachers.*

**It may be helpful for the administrator to preselect a pool of parents and teachers to be available when called to assist with interviews. The administrator may want to meet with parents and teachers before the interview process to provide guidance and guidelines to follow during interviews so that they will be prepared prior to the interviews.*

III. Demonstration Lesson

- The administrator emails candidate a lesson plan template and observation rubric prior to the lesson demonstration.
- Each candidate will be asked to prepare a 15 to 20 minute demonstration lesson.
- The administrator observes the demonstration lesson.

Options for demonstration lessons at the time of interview may include the following.

- *Administrators interested in student teachers and interns observe demonstration lessons where the student teachers and interns are assigned.*
- *Demonstration lesson provided on video.*
- *During times in which students are not available, require the applicant to walk the interview committee through how a lesson would be prepared, implemented and evaluated.*
- *Require a lesson plan or writing sample on a specific topic or area related to the school – scenario (parent conflict, etc.).*

IV. Recommendation for Hire

The principal recommends the candidate for hire to Human Resources based on feedback received throughout this process.

OTHER RECOMMENDATIONS

- Do reference checks before recommending candidate to Human Resources for hire.
- Human Resources conducts social media checks.
- Administrators enter interview results into TalentED for internal employees interviewed because of transfer requests or the need to place the employees.
- Provide interview panel with a confidentiality statement and a statement indicating that ACPS does not discriminate.
- All documents from interviews must become part of ACPS school file for each person interviewed.
- Move the Transfer Fair to an earlier month such as February in 2020.
- Continue to support the “Grow Your Own Program” to encourage paraprofessionals who are interested to consider going into teaching.