

Metuchen Public Schools

Hiring Practices

Presented by Superintendent of Schools
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- At the Superintendent's direction, the Personnel Coordinator posts openings in-district and on the district website, advertises on NJ Hire and on occasion in the Sunday Star Ledger for positions that need to be filled.
- Content area, grade level, credentials and/or experience required will be indicated.

Posting/Advertisement

- A checklist of requirements identifying necessary skills and characteristics of prospective teachers will be developed by the Building Principal, and the subject area Supervisor.
- Requirements will include academic credentials, appropriate certification, and prior work experience.

Qualifications

- The Principal or Supervisor and/or the Superintendent will paper screen all applications and earmark those applicants who best meet the identified skills and characteristics of the position.

**Paper Screening/
Development of Checklist**

- A committee format will be utilized to interview candidates.
- The Committee shall consist of approximately four to six people, including the Building Principal, and/or Subject Area Supervisor, Central Office Administrator, Classroom Teacher(s), and if appropriate, a representative of Special Services.
- An Administrator or Supervisor will chair each committee.

Committee Selection

- The Interview Committee is responsible for developing a list of questions for the candidate, appropriate to the position. Topics should include work experience, behavior management, knowledge of content and the New Jersey Core Curriculum Content Standards, strategies and techniques, inclusion of students with special needs, technology experience.

Committee Charges/Responsibilities

- Interviews will be conducted between individual, prospective candidates and the full committee.
- The committee will meet with each candidate and, through questions and observations, develop an opinion as to their appropriateness for the available position.
- Each candidate is also expected to indicate his/her skills in written expression by answering in writing two or three essay-type questions prior to or following the interview.
- After all interviews are completed, the Committee will then meet to select two or three semifinalists to present a demonstration lesson in his/her content area.

Interview Process

- **INTERVIEW EVALUATION**

- CANDIDATE

DATE

- POSITION

- Ranking: Low 1 – High 5 Comments

- Academic Credentials

- Work Experience

- Knowledge of Subject Area

- Professional Image

- Oral Expression

- Written Expression

- Creativity

- Personality

- Adaptability

- References

Interview Evaluation Form

- DATE OF DEMONSTRATION LESSON:
- ATTACH LESSON PLAN. COMMENTS:
- REFERENCES CHECKED (name and comments)
- OVERALL IMPRESSION
- RECOMMENDATION

- Interviewed By:
- Date

Interview Evaluation Form, cont.

- The demonstration lesson will indicate the candidate's level of mastery of content, ability to relate with students, aptitude in presenting material, discipline procedures, preparedness, oral communication, professional image and presence in a classroom.
- An interview evaluation sheet will be completed for each demonstration lesson by individual committee members. The supervisor or building principal will be responsible for averaging the results and submitting a single evaluation form for each candidate.
- The Building Principal or Supervisor will contact a minimum of three references for all finalists and note comments on the Interview Evaluation Sheet.

Demonstration Lesson and References

- Following the completion of all interviews and demonstration lessons, the Committee will make a recommendation of one or two finalists to the Superintendent.

**Committee Review and
Recommendation to Superintendent**

Finalist Recommendation Form

- Name of Recommended Candidate:
- Position:
- School:
 - Assignment:
- Candidate's Certification
- Recommended Salary & Step:
- Number of Applications Paper Screened:
- Screened by:

Finalist Recommendation Form

- Number of Candidates Interviewed:
- Names of Interviewing Committee Members:
- Second Interview by:
- Demonstration Lesson:
- Demonstration Lesson Observed by:
- Final Interview by:
- References checked by:
- Board of Education Personnel Meeting Date:
- Board of Education Meeting Date:

Finalist Recommendation Form, cont.

- The Superintendent will meet with the finalists and make a determination as to the successful candidate.
- The Superintendent will determine placement on the salary guide.

**One or Two Finalists
to Meet Superintendent**

- The Superintendent will meet with the Board of Education's Personnel Committee to present the recommended candidate's qualifications and salary recommendation prior to placing the item on a Business Agenda.

**Recommendations of the
Superintendent to the Board of
Education Personnel Committee**