

STAFF NOMINATION PROCEDURES

- A. The Executive Director and/or his/her designees, as determined by the Executive Director, will establish a job-related screening committee.* The screening committee may take several forms: (for example)
1. Teachers, Principal, Executive Director, 1 or more members of the Board of Directors; or
 2. Principal, Executive Director, 1 or more members of the Board of Directors.
- B. The applicants who have been selected for additional consideration will be requested to present themselves for an interview by the screening committee and, when appropriate, to visit the school.
- C. The interview will be structured to include a variety of previously written job-related questions with some expected responses that are consistent with the philosophy and goals of the school district and are applied in all interviews for a particular job. The structured interview is a selection procedure that may include both oral and written questions. Following are some characteristics of the process:
1. Inquiries will be based exclusively on job duties and requirements critical to job performance; and
 2. Inquiries will rely on four basic types of questions: hypothetical; job knowledge; job sample or job simulation; and worker requirements.
- D. Following the interview(s) with the screening committee, the Board of Directors will make their decision.

Suggested Criteria for Screening Teacher Job Applications

- 1) Maine certified at the appropriate grade level or Maine certifiable.
- 2) Minimum of one year's experience teaching in a K-8 school setting or possess other significant experiences or expertise that match our program needs. (practicums, student teaching, and substitute teaching do not count toward the one-year threshold)
- 3) Appropriate academic preparation background.
- 4) Demonstrated proper use of written English skills through the cover letter and resume.
- 5) Missing some element in 1, 2, and/or 3 above but cover letter, resume and references demonstrate very strong evidence of a high potential to be an outstanding teacher.

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