

PROCEDURE FOR HIRING

1. **Job Description of Vacancy**

A job description will be developed in compliance with Arlington's teacher performance standards and will also include specific criteria unique to the position.

2. **Advertising Position**

The Superintendent will post and advertise available positions in compliance with School Committee policy and negotiated agreements. Principals and Department Chairs are encouraged to contact placement offices and other professional organizations in an effort to reach out to minority applicants.

3. **Interviewing Candidates**

After the initial paper screening, the Principal will, whenever possible, organize a Committee to interview candidates. A uniform set of questions is recommended to be used with all candidates. The interview exchange will not necessarily be limited to just those questions.

4. **Recommendation of a Candidate to the Superintendent**

The Principal will provide the Superintendent with a portfolio including:

- application
- resume
- transcripts
- letters of recommendation
- proof of certification
- # years of experience
- number of applicants/number interviewed
- team members
- list of questions

5. **Superintendent's Approval of Candidate**

- CORI conducted by Superintendent
- salary
- notification to payroll
- notification to candidate
- cc to Principal
- cc to School Committee

Revised: February 8, 2005