



Big Horn County School District #3

STANDARD HIRING PROCEDURES

TABLE OF CONTENTS

DISTRICT MISSION, VISION & GOALS

I. STANDARD HIRING PROCEDURES

- A. Advertisement
- B. Application
- C. Screening of Candidates
- D. Interviews
- E. References
- F. Selection
- G. Required Documentation
- H. Orientation

II. APPENDIX

- A. Outline of Hiring Process
- B. Letter of Screening Out Applicants Not Selected For Interview
- C. Sample Questions to Ask
- D. Legal and Illegal Pre-Employment Questions
- E. Telephone Reference Form
- F. District's Interview Rating Form
- G. Letter of Non-Selection -- Interviewee Not Selected For The Position
- H. Letter of Intent - Recommendation of Appointment
- I. New Teacher Orientation Checklist

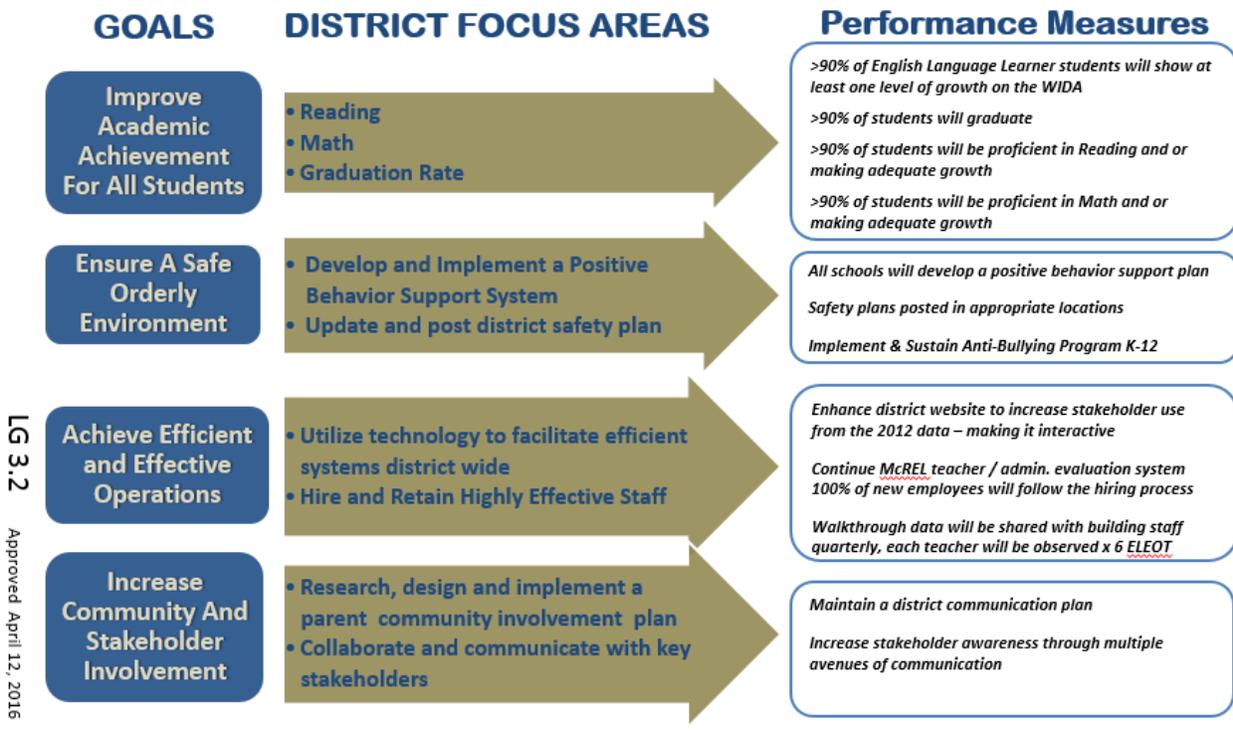


District Vision, Mission & Goals

Big Horn County School District #3

2015 - 2020

District Vision: A district where all students graduate with the skills and characteristics necessary to be productive, contributing citizens.
 District Mission Statement: Prepare all students to be college and career ready through superior teaching of a rigorous curriculum.



LG 3.2
 Approved April 12, 2016

A. ADVERTISEMENT

The Superintendent will advertise all position vacancies.

1. A vacancy for certified staff as a minimum will be advertised on the district website and the Wyoming School Board Association website. Additionally, vacancies may be advertised in local newspapers, state-wide and out-of-state college placement offices, and in other avenues as the superintendent sees fit. Internal openings will be advertised for at least one week via email to all staff.
2. A vacancy for classified staff will be advertised in local newspapers and on the district website. Internal openings will be advertised for at least one week via email to all staff.



Standard Hiring Procedures

All staff positions vacancies will be advertised except in the following instances:

1. If another position in the same area of certification becomes vacant during the interview process or becomes vacant within three (3) months of the most recent interviews for a similar vacancy, and the hiring team deems the second, (third, fourth, etc.) ranked candidate(s) to be of the same high qualifications as the candidate who filled the first vacancy, then the new vacancy may be filled without re-advertisement of the position at the discretion of the Superintendent of Schools.
2. If a current long-term substitute is available to fill a long-term substitute vacancy in the same certification area, for the same or a different person, then the current long-term substitute may be continued without advertisement of the position at the discretion of the Superintendent of Schools.
3. Some vacancies may be advertised for internal applicants only. If opened internally only the position will be advertised via email for at least one week.
4. District policy allows the superintendent to do internal transfers without advertising.

Application & Job Openings <http://www.applitrack.com/bighorn/onlineapp/default.aspx?all=1>

Admin Access <https://admin4.applitrack.com/bighorn/adminsignin.aspx>

B. APPLICATION

Inquiries

All inquiries regarding the possibility of joining the professional staff are to be POSITIVELY ENCOURAGED. All applicants must apply via the Applitrack software. Internal applicants may only need a letter of interest based on the advertisement.

Dissemination of Applications

Applications will only be provided in response to ONLINE inquiries. If a person calls for an application, an explanation of the application procedure should be given; i.e., the request for an application must be via the school website, utilizing Applitrack and applications are only provided for advertised vacancies.

Application by Current Staff

Current staff members applying for a position will complete the same application through Applitrack. However, the internal posting may only require a letter of interest; see posting for details.



Standard Hiring Procedures

C. SCREENING OF CANDIDATES

Courtesy Interviews

The hiring administrators may not interview any candidate who does not meet the standards of the District and/or the caliber in the available candidate group. A courtesy interview is not permitted.

Screening of Applications from the Current Staff

Candidates who are current employees of the District shall be given careful consideration in the screening process.

Following the review of all applications, the hiring administrator shall inform applicants who are current staff members of one of the following:

1. They will not be considered for the position and the reason(s) for this.
2. They will be considered for the position and will be interviewed.

Background and Experience of Candidates

It is important that the screening team seek candidates with broad experience, certification or willingness to obtain certification in more than one area, and willingness and ability to teach students of diverse abilities at different grade levels

Reference Checks of Applicants

Prior to the scheduling of an initial interview, the hiring administrator must:

1. Have at least two positive candidate references from a school administrator (or cooperating teacher of an inexperienced applicant) who has direct knowledge of the candidate.

Anonymous reference checks utilizing the Applitrack software will be sent to the reference list of applicant.

2. Have the candidate's completed application in hand and have or make arrangements to have ALL support documents in hand prior to an interview.

Screening of Applicants

Any applicants screened from the hiring procedure shall be notified in writing by the hiring administrators as soon as reasonable. If there is an indication that the interview process may not yield a successful candidate, then the notification in writing should be sent only to those candidates who will not be considered under any circumstances (i.e. bad reference, lack of



Standard Hiring Procedures

certification, unqualified, etc.) The notification in writing to screened-out applicants shall be a personalized letter in a standard format (see: Appendix A).

A notification in writing need not be sent to persons who do not submit a completed application via Applitrack on the District website.

D. INTERVIEWS

The interview team(s) shall interview not less than **four** candidates for each vacancy unless the Superintendent agrees that there are fewer than four qualified applicants in the pool of applicants. If there is more than one vacancy in analogous positions (same certification), an appropriate number of additional candidates must be interviewed unless the Superintendent agrees that there are too few qualified individuals in the pool of applicants.

NOTE: A candidate should not be interviewed unless his/her application is complete INCLUDING POSITIVE PROOF OF CURRENT WYOMING CERTIFICATION (or written verification of eligibility). The interview team WILL NOT interview any candidate without a complete application.

Arranging the Interview

When arranging the interview, the candidate should be made aware of the following:

1. Correct spelling of the hiring administrator's name.
2. Address and location of the District.
3. Date, time and place of the interview.
4. ANY SUPPORT MATERIALS MISSING FROM THE CANDIDATE'S APPLICATION and the arrangements for receipt of the missing support materials prior to the interview.
5. Approximate length of the interview.
6. With whom (s)he will interview (administrator, team).
7. The starting date for the position.

Scheduling the Interview

If possible, all candidates should be scheduled for interviews over a short period of time, **preferably on the same day**. (cannot exceed 7 days unless approved by superintendent)



Standard Hiring Procedures

Interdisciplinary Interviewing Team

In filling certified positions an interdisciplinary team(s) including administrators, teachers, and in some cases other certified personnel, shall be used to interview candidates. Interview teams will consist of no less than 3 members and no more than 9. The ideal interview team includes: building principal, teacher in the same discipline, and additional person in similar position to that being hired.

1. Service of teachers on an interview team is voluntary. However, the administrator should insure the existence of an interdisciplinary (or multi-grade level in elementary) team.
2. The interview team should not have members who are personal friends or relatives of any of the candidates being interviewed. To the greatest extent possible the interview team should be free of political bias. The hiring administrator shall discuss this issue with the interview team. Members of the interview team should be asked to forgo participation on the team if they cannot approach all the candidates objectively.
3. To the greatest extent possible, the same team must interview all candidates for the same position. Superintendent is the approval for team member changes.
4. Prior to the interviews, the hiring administrator **MUST** meet with the interview team to review:
 - a. The professional role of the interview team.
 - b. The advisory role of the interview team.
 - c. The need for confidentiality.
 - d. Equal treatment of all candidates
 - (1) Same introductory statement
 - (2) Same format
 - (3) Same questions
 - e. Non-discrimination
 - (1) Consistency of questioning
 - (2) Absence of jokes and innuendo during the interview
 - f. Employment criteria



g. Consideration for the position

(1) Special skills or characteristics sought- consider the job responsibilities developed by the administrator. In addition, these should also be considered:

- team skills
- team match
- academic concentration
- teaching style

(2) Specific questions to be asked and the responses being sought

h. Completion of the interview rating forms (See: Appendix E)

i. Ranking of the candidates

j. Follow-up meeting of the interview team

k. Security of confidential material and statements

1. The hiring administrator should review the questions to be asked by the interviewing team. It is recommended that questions be used from the approved question list.

5. After each interview, the members of the team will promptly and independently complete the interview rating form for each applicant. The candidates shall be rated against the interviewers' expectations of the ideal candidate.

6. Following the interviews of all the candidates the members of the interview team (or the hiring administrator) will review candidates and share the results with the Superintendent.

7. The hiring administrator will collect and hold confidential the list of questions, interview rating forms and ranking of all interviewers in case of any claims of discrimination in the hiring process. Applications are kept on file at central office for 1 year.

E. REFERENCES

NOTE: A candidate's prior teaching experience is the most important predictor of success, more important than the interview. Care should be taken to invest adequate time and energy in checking references.

CAUTION: It is psychologically difficult to objectively analyze the remarks of a reference after one has psychologically "bonded" himself to the candidate.

A minimum of two comprehensive telephone references are required (in addition to the pre-interview reference) for a candidate to be recommended to the Superintendent, unless the Superintendent agrees that fewer are needed. The hiring administrators must have at least two



Standard Hiring Procedures

references from either an administrator who has direct knowledge of the candidate's professional performance or a teacher who had direct supervision of the candidate's student teaching (in the case of an inexperienced teacher). The references must be recorded on the District telephone reference form. (See: [Appendix I](#)). It is the responsibility of the hiring administrators to spend sufficient time with the telephone references to obtain a thorough profile of the candidate.

If the candidate has prior teaching experience, the hiring administrator should ask the Superintendent to obtain a telephone reference from a Superintendent in a prior employment District of the candidate. The hiring administrator should not contact the prior Superintendent of a candidate if the Superintendent is handling that reference.

F. SELECTION

The hiring administrator (or interview team in some buildings) will discuss the top candidates with the Superintendent.

If, after discussion of the candidates, the hiring administrator and/or interview team and/or Superintendent determine that the candidates do not meet the minimum acceptable standard for recommendation to the Board, the position will be re-advertised, and new applicants will be sought.

If two or more finalists for a position are judged to be equal, consideration will be given to the candidate with residency and/or previous experience in the District.

The Superintendent will determine which, if any, of the hiring administrator's (and interview team's) top candidates is to be recommended to the Board. The Superintendent will not recommend to the Board a candidate other than one of the top candidates without informing the hiring administrators. If the Superintendent is not satisfied with any of the top recommended candidates, the hiring administrator will be directed to seek, screen and interview additional qualified candidates.

The Superintendent will recommend to the Board the person who in his opinion is the best candidate for the position.

When the candidate is called to be offered the job, the hiring administrator shall inform the candidate of the following:

1. Acceptance of the position is a contractual obligation under Wyoming law. The candidate may not accept any other position without the required legal notice to and release from Big Horn County School District #3. The offer is contingent on school board approval.
2. Potential starting salary, but final salary is confirmed by superintendent.
3. Starting date.



Standard Hiring Procedures

4. Required attendance at new teacher orientation and the dates.
5. Scheduled date of Board appointment.
6. Required in-service training (such as SIOP, obligatory training, and CPI)
7. Required official support documents:
 - a. Required letter(s) of verification of previous professional employment (only for experiences being credited on the salary schedule).
 - b. Required copy of Wyoming Certification
 - c. Required official transcripts of all college work.

Upon acceptance of the job by a candidate, the non-selected candidates who were not interviewed shall be notified by letter from the hiring administrator that the position has been filled by another candidate (See: [Appendix G](#)).

Upon acceptance of the job by a candidate, all non-selected candidates who were interviewed and/or who are District employees shall be immediately notified in person by the administrator and by an appropriate letter and mailed within 24 hours (if possible the same day). The applications and support materials, with the copy of the letter of non-selection, shall be returned to the District Office.

Immediately upon acceptance of the job by the candidate, the hiring administrator shall notify: the Superintendent; and the members of the interview team of the selection. In the case where the candidate hired was not the first choice (first ranked) of the interview team, the hiring administrator shall, using discretion and due regard for confidentiality, explain the reasons the candidate was hired. The letter, memo or call to the interviewing team shall ask them to hold the information confidential until the hiring administrator has had time to notify the unsuccessful candidates.

Upon receipt of the successful candidate's hiring materials from the hiring administrator, the Superintendent shall forward the candidate a letter of intent (See: [Appendix H](#)).

G. REQUIRED DOCUMENTATION

For a candidate to be recommended to the Board, the following materials must be provided by the hiring administrators to the Superintendent:

1. Teacher application and all support documents.



Standard Hiring Procedures

2. A minimum of two comprehensive telephone references (in addition to the pre-interview reference) on the District form.

3. Interview rating forms from:

- a. Hiring administrators.
- b. Interview team members.

H. ORIENTATION

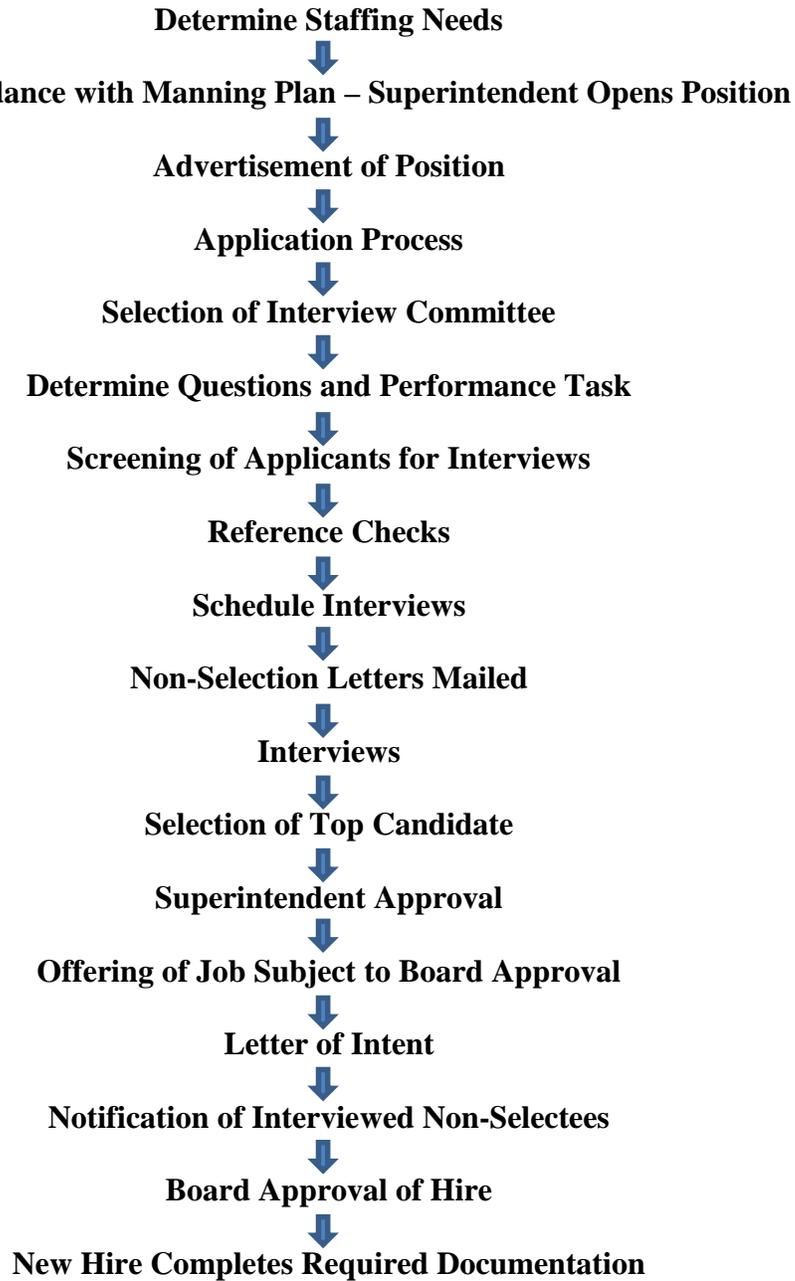
Orientation for all new and returning staff (leave of one year or longer) shall be held prior to the end of the first month of the new school year.

The hiring administrators shall arrange orientation for a new teacher hired during the school year. They will follow the induction program developed by the district (Appendix I).

Following the orientation, a letter shall be placed in the oriented teacher's personnel file indicating the completion of orientation and the topics covered during orientation.



APPENDIX A – Outline of Hiring Process





APPENDIX B – Letter Non-Selection for Interview

| | | |
|--|-----------------------------------|---|
|  | Greybull Elementary School |  |
| 125 6 th Avenue South | Phone: 765-2311 | Fax: 765-9424 |
| Our Vision: Is to be an elementary school where all students develop, demonstrate, and master the skills necessary to be successful at the next grade level. | | |

June 17, 2013

Jane Doe
11 West 1780
North Pole, AK 99705

Greybull Elementary 5th Grade Teacher

Dear Jane,

We received your application for the 5th grade teacher position, and appreciate you taking the time to express your interest.

Although we were impressed with your background and experience, we have decided to pursue other applicants whom we believe more closely match the requirements for the position and needs of the school.

We wish you success with your current job search. We appreciate your interest in our district.

Sincerely,

Brenda Jinks
Principal

*We are Reaching
for the Stars at
Greybull Elementary!*





APPENDIX C – Sample Interview Questions

1. Tell us about yourself. (career experiences, certificates/endorsements, etc.).
2. How will you handle discipline within your classroom? Classroom management structure.
3. What do you consider to be your strengths and weaknesses?
4. What is your experience with Response to Intervention? SIOP (sheltered instruction)? Common Assessments? Common Core?
5. What techniques will you use in developing a rapport with students?
6. What are the most important characteristics of a successful teacher?
7. How will you to contribute to the success of our school system?
8. What is the ideal learning environment?
9. How would another teacher that you work with describe you?
10. How do you use formative and summative assessment in your classroom?
11. If you were to highlight one event in your life what would that be?
12. This position demands an extreme amount of extra time. How do you balance your time between work, family and community expectations?
13. Describe your teaching philosophy.
14. What is your grading philosophy? Standards based grading?
15. Describe the first 5 minutes of your class.
16. Have teacher conduct an impromptu class.
17. Describe how you plan your lessons.
18. Explain how you use differentiated instruction in the classroom?
19. Why do you think you would be the best candidate for this position?
20. Questions for the interview team?



APPENDIX D – Legal & Illegal Interview Questions

This district and the federal government prohibits employees from making hiring decisions on the basis of race, ethnicity, religion, sex, disability, veteran status, national origin, age, political affiliation and genetic information -- meaning that those questions are automatically off the table.

Questions to avoid:

1. Garnishment records
2. Marital status
3. Child-care provisions
4. Contraceptive practices
5. Pregnancy and future childbearing plans
6. Physical or mental disabilities
7. Height and weight
8. Nationality, race or ancestry

ILLEGAL: “Are you a U.S. citizen?”

LEGAL: “Are you authorized to work in the U.S.?”

ILLEGAL: “How old are you? When did you graduate from college?”

LEGAL: “Are you over the age of 18?”

ILLEGAL: “Are you married? How many children do you have? Who do you live with?”

LEGAL: “Can you relocate if necessary? Are you willing to travel as a part of this job? Can you work overtime as necessary?”

ILLEGAL: “How much do you weigh?”

LEGAL: “Are you comfortable with lifting heavy objects?”

ILLEGAL: “Do you have any disabilities? Any recent illnesses or operations?”

LEGAL: “Are you able to perform the essential job functions?”

ILLEGAL: “Ever been arrested?”

LEGAL: “Ever been convicted of ___?”



APPENDIX E – Telephone Reference Form

**TELEPHONE REFERENCE CHECK FORM
Big Horn County School District #3
Professional Staff**

Applicant: _____ Date: _____

| | |
|-------------------------------|-----------------------|
| School District/Organization: | |
| Address: | Phone: |
| Name of Person Contacted: | Position or Title: |
| Relationship to Applicant: | Reference Checked By: |

The above named applicant has applied for employment with Big Horn County School District #3 and we wish to verify some information. May I take a few minutes of your time to speak to you regarding this person's qualifications, character and abilities? All information will be kept confidential.

1. What were the dates of his/her employment by your school district/organization?

From: _____ To: _____

2. What was the nature of his/her position?

3. What can you tell me about the quality of his/her work?

4. Has this person ever been disciplined for any reason? _____

5. Assessment of Skills and Abilities:

| Assessment of Skills and Abilities: | Excellent | Above Average | Average | Below Average | Comments: |
|---|-----------|---------------|---------|---------------|-----------|
| Knowledge of Subject Matter | | | | | |
| Classroom Management | | | | | |
| Rapport with students, staff and parents | | | | | |
| Able to meet individual student differences | | | | | |



APPENDIX E – Telephone Reference Form

Assessment of Skills and Abilities (continued):

| Assessment of Skills and Abilities: | Excellent | Above Average | Average | Below Average | Comments: |
|--|-----------|---------------|---------|---------------|-----------|
| Dependability | | | | | |
| Honesty/Integrity/Ethics | | | | | |
| Ability to take directions well | | | | | |
| Ability to function effectively as a team member | | | | | |
| Work ethic/hard worker | | | | | |
| Fulfillment of responsibilities | | | | | |

6. What are his/her strengths? _____

7. What are his/her weaknesses? _____

8. Did he/she have supervisor or leadership responsibility? Yes No
 If yes, how well did he/she carry it out? _____

9. Overall rating of candidate's performance: 1 2 3 4 5 6 7 8 9 10
LOW High

10. Where is the person ranked in regard to other employees that have worked for you:
 Upper 50% Lower 50% Upper 10%

11. What were his/her reasons for leaving? _____

12. Given the opportunity, would you re-employ this person without any hesitation?
 Yes No
 If no, why? _____

13. Is there any reason why this applicant should not be seriously considered for a position, or be employed in a capacity in which he/she works with children?
 Yes No
 If yes, why? _____

Additional Comments: _____

Signature of Person Completing Reference Check / Title _____ Date _____



APPENDIX F – District Interview Rating Form



BIG HORN COUNTY SCHOOL DISTRICT #3
 • District Interview Rating Form •

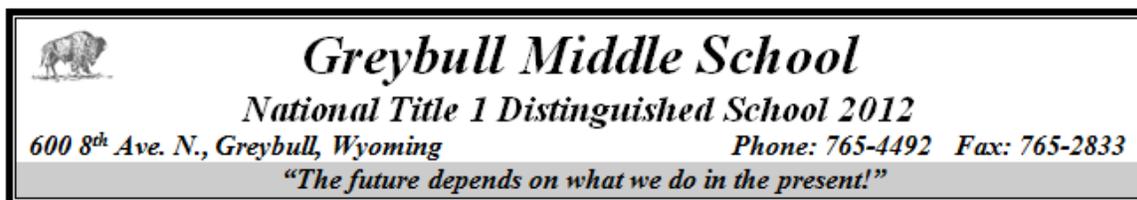
(THIS FORM MUST BE RETURNED TO Superintendent WITH INTERVIEW MATERIALS)

This evaluation tool is designed to assist the interview committee in evaluating the relative strengths and weaknesses of a candidate's application. 50 points are possible based on application and 60 points are possible based on interview. 110 total points possible.

| District and Committee Criteria Scoring Scale | | Application Criteria | | Application Review | | | | | | | | | | Committee Interview | | | Applicant Score | | |
|---|--|---------------------------|-----------------------|---------------------------------------|----------------------------------|---|---|---|---|----------------------|---|---|--|--------------------------|-------------------------------|---------|----------------------|-----------------------|--|
| | | Appropriate Certification | Completed Application | Evidence of High Academic Achievement | Evidence of High Moral Character | Evidence of Exemplary Performance in Ken-Ton UJFS | Evidence of Previous Experience in Similar Position | Evidence of Previous Increases in Student Achievement | Willingness to Become Involved in Extra Curricular Activities | Letters of Reference | Indicate High Level Past/Future Performance | Letter of Interest Stands Out as Professional | Resume Stands Out as Professional and Creative | Supplemental Material(s) | Indicate Aptitude for Success | General | Communication Skills | Response to Questions | Total of all District and Interview Committee Criteria |
| 1- <u>No</u> evidence of the criteria 2- <u>Little</u> evidence of the criteria 3- <u>Some</u> evidence of the criteria 4- <u>Sufficient</u> evidence of the criteria 5- <u>Overwhelming</u> evidence of the criteria | | Use ✓ to indicate yes | | Use a score of 1-5 | | | | | | | | | | Use a score of 1-20 | | | ↓ | | |
| 1 | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
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| 18 | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | |



APPENDIX G – Non-Selection Letter



June 17, 2013

Hannah Doe
11 West 1780
North Pole, AK 99705

RE: Greybull Middle School Math Interventionist

Dear Hannah,

We appreciate the time you took to come for an interview for our middle school math interventionist position at Big Horn County School District #3. You were not selected to return for additional interviews.

Thank you for interviewing with our team. Everyone enjoyed meeting you and we hope that you consider applying for other open positions in the future.

We wish you success with your current job search. We appreciate your interest in our district.

Sincerely,

Scott McBride
Principal



APPENDIX H – Letter of Intent

BIG HORN COUNTY SCHOOL DISTRICT THREE

636 14th Avenue North
Greybull, WY 82426

Mr. John Doe
10 South Street
Powell, WY 82435

Dear Mr. Doe:

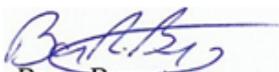
Congratulations! This letter is to inform you Big Horn County School District #3 is offering you a teaching contract for the School Year 2013-2014, pending board approval. We at Big Horn #3 are excited to have you join our team of educators. We know that your knowledge and skills will be among our most valuable assets.

Preliminary review of your application places your salary at \$41,100 BA/Step 0.

Please make arrangements to have your official transcripts sent to our office. Your salary will be determined upon review of your transcripts, and your official Initial Teacher's Employment Contract will be issued at that time.

To accept this job offer, please sign and return this letter to our district office. If you should have any questions or concerns, please contact me at 307-765-4756 or at bbryant@bgh3.k12.wy.us.

Sincerely,



Barry Bryant
Superintendent

By signing and dating this letter, I, John Doe, accept this offer of employment.

Signature: _____ Date: _____



APPENDIX I – New Teacher Orientation



**Big Horn County School District #3
Orientation for New Teachers**



Checklist of Suggested Activities for New Teachers Before Starting School

Not every task on this list makes sense for every teacher when they begin teaching. Identify appropriate activities given the experience of your new teachers. This is a checklist for mentors to use when working with a protégé; however administrators may find the list helpful.

| Name of New Teacher (or student teacher) | Building | Date |
|--|----------|------|
|--|----------|------|

| | |
|-----------------------|----------------------------|
| Building Tour: | <i>Person responsible:</i> |
|-----------------------|----------------------------|

School layout and location of:

- Washrooms
- Lounges
- Office
- Supply Room
- Key personnel, Administrator, Instructional Facilitator, Secretaries, Custodian, Counselor
- Media Center and audiovisual equipment
- Bus entrance and teacher parking
- Rooms for specialists, nurse, shop, special education, ELL, music/art/physical education
- Other

| | |
|--|----------------------------|
| Tour of Other Important Places: | <i>Person responsible:</i> |
|--|----------------------------|

Location and time of New Teacher Orientation (map)

- Central Office, Other Schools (i.e. GMS, GES, GHS)
- Good lunch spots
- Tour of "school population" neighborhood
- Other

| | |
|-----------------------------|----------------------------|
| Building Procedures: | <i>Person responsible:</i> |
|-----------------------------|----------------------------|

- Hours for teachers, building use at other times
- Extra duties, bus, clubs, activities, chaperoning
- Attendance policies
- Movement of students, entry/exit from building, washrooms, lunch
- Student and teacher dress code
- Emergency Plans/Fire/Disaster drills/Intruder Drills
- Lunch supervision, eating arrangements
- Homework, testing policies
- Student accidents, emergencies
- Pullout programs and need for flexibility
- Set-up email accounts
- Electronic grade book
- Grading Policy / Late Work Policy
- Students Receiving Fs (multiple parent contacts, counselor, principal, Buff Time, Friday School, etc.)
- Other



APPENDIX I – New Teacher Orientation

Access to Resources: *Person responsible:*

- Classroom and teaching supply requisitions, budget process
- Audiovisual equipment requests
- Computer access for teacher use and for student use
- Discretionary funds (saving receipts)
- Shared equipment and materials
- Textbooks, supplemental materials
- Location and operation of copy machines, transparency machines, laminating equipment and supplies
- Other

Student Discipline: *Person responsible:*

- Behavior expectations for hallway, lunch, washrooms, playground
- Establishing and enforcing classroom behavior expectations and routines
- What works for me with our children
- Consequences for extreme behavior problems (contact parent, referral)
- Expected staff supervision outside of classroom
- Referral process for students with special needs (gifted, special education)
- Other

Curriculum: *Person responsible:*

- Guides/manuals
- District curriculum development process and resulting expectations for teachers
- Central office staff in curriculum and staff development
- Management of the curriculum demands and pacing of learning
- Introduction to texts and available supplemental materials
- Lesson plan procedures and expectations
- Classroom assessment system, rubrics, and tests as feedback for instruction
- Subject matter experts on the building staff
- Teaching teams or shared responsibilities
- Grading procedures for day-to-day records (report cards later)
- Opening day schedule, appropriate plans, administrative details
- A plan for the first week's lessons (allow for organizing and behavioral teaching)
- Curriculum mapping (scope and sequence)
- Other

Accountability for Student Learning: *Person responsible:*

- District strategic planning process and objectives, and implications for teaching
- School improvement planning process, implications of the plan for grade/department level decisions, and individual teaching practices
- Student learning standards and district curriculum goals and expectations for teaching
- State assessment schedules and process and preparation approach (overview only)
- District assessment system, rubrics, standardized test schedules
- Other

Organizing the Classroom: *Person responsible:*

- Options for room arrangement and its effect on teaching and learning
- Traffic patterns
- Student work collection and distribution system
- Storage and access to materials
- Student access to texts, equipment, and teaching centers
- Other



APPENDIX I – New Teacher Orientation

Personal and Professional Decisions and Procedures: *Person responsible:* _____

- Calling in sick and personal or professional days: substituteonline.com
- Expectations for sharing with colleagues; what others can do for you
- Adjustment to a new job
- Performance review (evaluation)
- Other

Professional Development: *Person responsible:* _____

- Obligatory Training
- CPI Initial Training Scheduled for: _____
- SIOP Initial Training Scheduled for: _____

All of the above items (as relevant) have been completed.

Building Principal _____
Date

Central Office:

- Wyoming Certificate
- Original Transcripts
- Contract
- FMLA Explanation
- Staff Handbook (available at gpa.bgh3.k12.wy.us)
- Health Insurance Forms
- Employment Forms
- Tax Forms

Items required verified by central office and missing items noted above.

Central Office _____
Date

File in personnel file, copy to be kept by teacher and building principal.