

The Academy of Charter Schools Hiring Overview for Applicants

Thank you for applying to The Academy of Charter Schools. This document provides you with an overview of our hiring process so that you are aware of the time commitments. Receipt of this document does not guarantee that a candidate will pass through the entire process. After each step in the hiring process, candidates will be contacted by a hiring team member who will indicate next steps.

1. Application Procedures:

All openings will be posted on the school's website and the Colorado League of Charter Schools. All applications via email, no hard copies or phone calls.

Submit:

Required:

- Resume and cover letter
- A copy of your Colorado Teaching license or evidence to show the ability to receive a license
- Philosophy of Teaching Statement

Highly recommended: (these documents will be requested later in the hiring process. If you can provide them now, it will help expedite the process.)

- Transcripts from all colleges or universities
- 3 current letters of recommendation

2. Phone interview:

- 15-20 minutes screening interview over the phone with a member of the hiring team.
- Complete The Academy Philosophy and Mindset Quiz
- Reference checks will be completed after phone interviews, unless requested otherwise by candidate.

3. Demonstration lesson:

- Teach a 30 minute demonstration lesson
- Complete writing sample
- Bring letters of Recommendation

4. Live interview:

- Complete 1 hour interview with the hiring team