

The Academy of Charter Schools Principal 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. After each step in the hiring process, candidates will be contacted by a hiring team member who will indicate next steps.

Application Procedures:

All openings will be posted on the school's website, CASE, Teacher-Teacher.com, 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 Principal license
- Philosophy of Education and Leadership 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

Phone screen interview:

- 30-45 minute screening interview over the phone with a member of the hiring team
- Reference checks completed after phone interviews

Day 1: Demonstration lesson and video lesson evaluation (please bring letters of recommendation):

- Teach a 30 minute demonstration lesson
- Complete writing sample
- View a video of a lesson and provide coaching questions and feedback

Day 2: Live interview, data analysis (data provided ahead of time), and meeting with senior leadership team:

- Complete 1 hour interview with the hiring team
- 30 minutes to discuss your analysis of the given data set and present possible next steps
- Sit down with CEO, CFO, and principals for Q&A

Day 3: Presentation and Q&A with staff and a meet-and-greet with Academy Families:

- Town hall style meeting with elementary staff to begin to get to know each other once hiring team has made the final selection