

### Administrators Hiring Process

1. Complete an application on SchoolSpring for the desired position.
2. Include the following documents as attachments to your application:
  - Letter of interest
  - Current resume
  - At least 3 letters of recommendation (including at least one letter pertaining to your most recent work experience)
  - Copies of up-to-date transcripts for all graduate and undergraduate work
  - Copies of your credentials/certificates
3. Be selected for an interview. A committee selected by the Superintendent screens applications and selects candidates to interview for particular positions after setting criteria for selection. The Facilitator of the committee, selected by the Superintendent, will not have a vote in selection process, but will make sure all processes and policies are followed. The committee will ensure affirmative action policy is being followed when selecting candidates.
4. The committee selected by the Superintendent will include teachers, school administrators, students, district administrators, community members and parents and will interview each selected candidate when possible to assess his/her ability, interest, and readiness to fill the position.
5. Three finalists will be selected by committee; the selection committee leader will conduct a complete professional reference check.
6. The Superintendent will interview finalists and select candidate.
7. Candidates are contacted by the Superintendent to discuss and approve salary and then work with Human Resources for final approval once CORI, fingerprinting and official transcripts are received and approved.
8. Candidate selected will be introduced at the next school committee meeting.

### Certificated Hiring Process

1. Complete SchoolSpring application online for the desired position.
2. Include the following documents as attachments to your application:
  - Letter of interest (addressed to Assistant Superintendent of HR)
  - Current resume
  - Three letters of recommendation (including at least one letter pertaining to your most recent work experience)
  - Copies of up-to-date transcripts for all graduate and undergraduate work (unofficial are acceptable)
  - Copies of your credentials/certificates
3. Principals, along with the interview committee, which must include teachers, district administrators, parents and staff screen completed application packets and select candidates to interview based on selected criteria from group for a particular position; Principal then notifies the Superintendent of selected candidates through filled in Blue Sheets.
4. When possible, candidates are requested to teach a demonstration lesson.
5. Principal or administrator designee will contact references and select final candidate.

6. Candidates are contacted by the Superintendent to discuss and approve salary and then work with Human Resources for final approval once CORI, fingerprinting and official transcripts are received and approved.

### Classified Hiring Process

1. Complete and submit application to Human Resources before the final filing date. If you have a resume and letter of recommendation, please submit them along with your application form.
2. Your application will be screened by the Human Resource Center and the position supervisor. Selected applicants will be interviewed by a committee of no less than two.
3. The position supervisor will interview candidates with the committee after reviewing applicants' applications. If you are selected, you will be contacted by telephone.
4. A full reference check will be performed by the supervisor of the department (usually within two days of your interview) and an offer of employment will be made to the selected candidate. Candidate will work with Human Resources for final approval once CORI and fingerprinting are approved.

### Substitute Teachers

1. Complete application at the Superintendent's Office.
2. Submit your application to directors of curriculum and include the following documents as attachments:
  - Current resume
  - Minimum of two (2) letters of recommendation
  - Copies of up-to-date transcripts for all graduate and undergraduate work (unofficial are acceptable)
3. The directors of curriculum will call you for an interview, check your references, CORI and fingerprinting and contact you to let you know if you have been hired.