

TEACHER EMPLOYMENT PROCESS

Step 1 - Application

Individuals seeking employment must submit a completed online application and upload a letter of interest, resume, and copy of certification. Additional documents may also be uploaded for review. When the above information and materials are received via our online applicant tracking system, applications are reviewed for possible employment.

Step 2 - Screening

All applications are reviewed to determine if the applicant meets the credential requirements for the designated subject or grade level. Applications are then reviewed to determine the most suitable candidates for current and anticipated vacancies.

Step 3 – Position Interviews

When a vacancy occurs, interviews are scheduled for applicants whose qualifications make them most suitable for the position. The applicant should bring to the interview undergraduate and graduate transcripts, NJ Teaching Certificate, Praxis Scores, three most recent teacher evaluations or student teaching evaluations, and letters of reference, if they were not previously submitted online. Candidates are interviewed by an administrator or by a committee, which may include an administrator and staff from individual schools. Interviews are often scheduled at the school where the vacancy exists. Candidates will also be asked to complete a writing sample during the interview as part of the process.

Candidates may be asked to interview for several positions at different times as a result of this process. Individuals not recommended for a specific vacancy will continue to be considered for other positions.

Step 4 – Demonstration Lesson

If an applicant is found to be a viable candidate for the vacancy after the initial interview, the candidate will be asked to conduct a Demonstration Lesson in the subject or grade level for which the application was made. The administrator will advise the candidate of the topic of the lesson and any other essential information that may be needed.

Step 5 – Central Office Interviews

After candidates are interviewed and have conducted a demonstration lesson, the administrator or committee makes recommendations to the Superintendent of Schools. At this time, an interview will be scheduled with administrators in the Central Administration Office. This interview may include a combination of the following: Superintendent; Assistant Superintendent for Curriculum & Instruction; Human Resources Director; Assistant Director; and Principal.

Step 6 - Appointment

Appointment to a position is made by the Board of Education on the recommendation of the Superintendent of Schools, after the candidate has agreed, orally or in writing, to accept the terms and conditions of employment that the Superintendent is prepared to recommend. When the offer of employment is made, a tentative salary placement is determined based on available information from the application. Final salary placement is based upon verification of prior years experience and

receipt of official transcripts. Transcripts must verify the awarding of credit by an accredited university with all units being converted to semester units.

New employees are required to have a completed NJ DOE Criminal History Affidavit and proof of fingerprinting on file in the Human Resources Office prior to the start of employment.

Documentation of a Tuberculosis Mantoux skin test and physical examination are also required.

Step 7 - Orientation

New hires are provided a packet of information regarding health/dental benefits, certificated contract and other items related to employment. A New Teacher Orientation Program is provided in August prior to the first workday. Experienced teachers are available as resources prior to the start of the school year. Support is also provided to provisional teachers through the NJDOE Mentor Program.