2012-2013 Teacher Selection
# Principal Handbook

## An Effective Teacher In Every Classroom

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What's New During 2012-2013?

- **Experienced Teacher Fair**→ February 11th @ HMW 8:00 AM – 12:00 PM
- **Dropbox**→ Electronic option for candidates to submit sample lessons (Phase 2) via www.dropbox.com
- **Principal Recommendation Forms**→ Principal Recommendation Form Form used for principals to recommend candidates to participate in the selection process (formerly fast tracks)
- **Administrator Overrides**→ No longer accepted. For all questions on candidate performance, please contact your recruiter.
- **Increased Recruitment Focus**→ Texas area colleges and universities
- **Updated Google Sites**→ Principal and candidate sites more user friendly
- **PE Sample Lesson Event**→ PE candidates only; Location TBD on March 29th
- **Candidate Builder Workshops**→ Designed to equip candidates with professional marketability
- **Recruitment Incentives**→ Critical Shortage, Strategic Staffing, and Relocation only

NEW
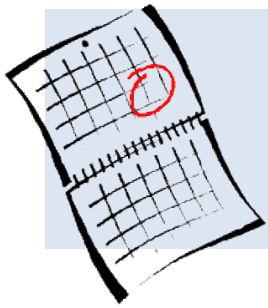
2012-2013 Critical Application Dates
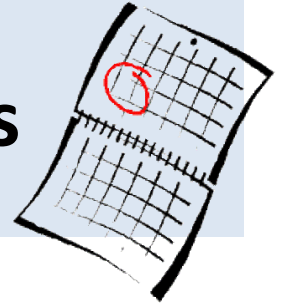
- **HISD ACP Application Window**

  If you know an uncertified applicant interested in becoming a teacher for the 2012-2013 school year, encourage them to apply to the ACP program at www.houstonisd.org during the HISD ACP Application Window.

  January 2 – March 21, 2012

- **Two HISD Internal Employee/Student Teacher Priority Application Windows**

  If you have a teaching assistant, math tutor, substitute, student teacher, clerk , volunteer etc. on your campus who you think would be an excellent addition to an HISD classroom next fall, encourage him/her to apply online during the "internal priority selection window," or please submit his/her information using this link: Principal Recommendation Form.

  Cycle One: January 10 – January 26, 2012

  Cycle Two: March 19 – April 4, 2012

- **General Public Application Window**

  Deadline for any certified teacher (ACP candidates enrolled in a program other than HISD ACP, experienced teachers, recent college graduates, out-of-state applicants etc.) to apply to the district.

  January 27 – July 1, 2012

2012 Teacher Placement Events

Teacher placement events are another name for "invitation-only job fairs." Placement events are an opportunity for candidates who have passed all phases of the selection process to interview with HISD principals. We recommend that principals aim to attend all placement events if they have or anticipate a vacancy for the 2012-2013 school year. If you can not attend, we encourage you to send a representative from your campus to collect resumes and meet screened candidates.

- **Thursday, March 8, 2012, 4p-7p**
- **Thursday, April 26, 2012, 4p-7p**
- **Saturday, May 19, 2012, 8a-1p**
- **Thursday, June 21, 2012, TBD**
- **Monday, July 2, 2012, TBD**

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*Locations TBD

2012 Teacher Selection Process

Application Review

1

- Candidate completes an essay that highlights his/her teaching motivation and interest in joining HISD.
- Candidate submits an online application that reflects his/her previous work history, certification route, past leadership experience, and evidence of achievement.

5 Minute Sample-Lesson

2

- Candidate submits a five-minute sample video lesson or opts to attend an in-person sample lesson night. In this phase we evaluate a variety of data points including: student engagement, critical thinking, content mastery, planning and execution, social behavior, and professionalism.
- Generalist EC-6 candidates complete a math assessment ranging in skill from 2nd to 5th grade.
- Bilingual EC-6 candidates complete an additional language proficiency assessment with a trained member of our selection team.

Structured Interview

3

- Candidates complete a thirty-minute structured interview with a trained selector. The interview assesses an array of mindset competencies including persistence, response to authority, approach to at-risk student populations, professionalism, fallibility, teacher burnout, problem solving, and critical thinking. It is essential that our teachers' visions and beliefs align with the direction that our district is moving.

File Review

4

- HR team conducts a background, certification, and reference check before candidates enter the 2012 recruitment pool.
- Once file review is complete, candidates enter recruitment pool; and principals are able to interview for vacancies on their campus.

Interview → Hire
(How do I find candidates to interview and hire?)

Identify Candidates To Interview

- **HISD Google Site:** Search for screened candidates-- contact your recruiter for website link
- **Recruiter:** Contact your recruiter for a list of candidates specifically suited for your campus

Opportunities To Interview

- **In-Person/Campus Team Interviews:** Schedule interviews with your leadership/grade level team on your campus
- **Placement Events:** Attend monthly placement events to meet and interview screened candidates
- **SKYPE:** Schedule interviews with your leadership/grade level team via Skype

HIRE

- Extend a verbal offer to the candidate of your choice
- Call references* (highly recommended)
- Send hire memo to your HR Business Partner and cc your Recruiter

- *HR is no longer contacting references, unless candidate is receiving an early contract.

Who Has To Go Through The Selection Process?

Needs To Go Through The Process

Positions that require candidates to go through the centralized selection process do not need to be posted individually on HISD Jobs.

- All applicants seeking a full-time teaching position in an elementary, middle ,or high school core academic subject area including: math, science, social studies, English-language arts, special-education, foreign language

- PE & Fine Arts Candidates

- All internal employees and rehires seeking full-time teaching positions (i.e. teaching assistants, student teachers, long-term substitutes, clerks, math tutors etc.)

- Aspiring Assistant Principals and Principals: Rachel Koenig, rkoenig@houstonisd.org

- Nurses: These positions have a differentiated selection model. Contact: Elizabeth Caldwell, ecaldwel@houstonisd.org for assistance

- Fine Arts: Contact Walter Smith, wsmith3@houstonisd.org for screened candidates

Does Not Need To Go Through The Process

*Positions that do not require candidates to go through the centralized selection process need to be posted on HISD JOBS and screened by **you**. Recruitment is not able to provide assistance in these areas due to limitations in capacity.*

- 21st Century Coordinator
- Clerk
- CTE
- Custodial Staff
- Food Service Personnel
- Hourly Lecturer/Hourly Teacher
- Instructional Aide
- Instructional Coordinator
- Interventionist
- Librarian
- Literacy Coach
- Long-Term Sub
- Magnet Coordinator
- School Counselor
- Secretary
- Teaching Assistant
- Technologist
- Title 1 Coordinator

Frequently Asked Questions

Whom do I contact when I have a teacher vacancy?

When you have a **teacher** vacancy, you need to contact your HR Business Partner and *cc* your recruiter. If you are unclear about who your Business Partner is, call 713.556.7406 or take a look here: HR Business Partner Contact Information. If you are unclear about who your recruiter is, contact Carmen Rowan at crowan@houstonisd.org.

Whom do I contact when I receive a teacher resignation?

When a **teacher** on your campus resigns, you need to contact your HR Business Partner and cc your recruiter. If you are unclear about who your Business Partner is, call 713.556.7406 or take a look here: HR Business Partner Contact Information. If you are unclear about who your recruiter is, contact Carmen Rowan at crowan@houstonisd.org.

How do I access screened candidates to interview for a vacancy?

Determine if there are screened candidates for the vacancy that you have (see slide 7). If there are, you can contact your recruiter for a strategically created list of candidates for your campus. You can also access the HISD Google Site to review resumes on your own.

How do I access the HISD Google Account?

1. Go to www.google.com
2. Login: HISDGUEST → Password: (contact your recruiter for password)
3. Click "sites" at the top of the page. If you do not see "sites" on the top of the screen, click "more" and then click "sites".
4. Click "HISD Teacher Recruitment Pool"
5. Enter site

Frequently Asked Questions

What if I meet a candidate I want to hire, but he or she has not been through the HISD selection process?

Contact your recruiter using the [Principal Recommendation Form](#). Your recruiter can then walk the candidate through the process to ensure that he/she is processed quickly. The application window for candidates to apply is open from Feb 1, 2012- July 1, 2012. If you meet a candidate outside of this window, we can expedite them through the process. As long as the candidate passes all phases of selection, he/she is eligible for hire.

How do I know if a candidate has been through the HISD selection process?

Determine if the position that you are interviewing for requires the candidate to go through the process (slide 7). If it does, ask the candidate, then double check with your recruiter or the HISD Google Site.

What do I do when I interview a teacher from the pool that I want to hire?

Extend a verbal offer. If the candidate accepts, submit an online hire memo.

Whom do I contact to check the status of the candidate that I hired?

Contact your [HR Business Partner and/or HR Assistant.](#)

Frequently Asked Questions

What if a candidate whom I recommend does not pass selection?

If you have questions about why the candidate you recommended didn't pass through the process, contact your recruiter, and he or she will gladly review the file with you. SIO overrides are no longer permitted for candidates who do not pass the process. For all questions on candidate performance, please contact your recruiter.

How long does a candidate who does not pass the process have to wait to reapply?

One full year. They are, however, eligible for substitute positions, teaching assistant, and hourly lecturer positions.

Who checks references?

HR will check references only for candidates eligible for early contracts. All other candidates should have references checked by the pursuing campus.

How do I participate in the 2012 teacher selection process?

If you are interested in conducting the Haberman teacher selection interview or evaluating in-person sample teaching lessons, please contact Carmen Rowan at crowan@houstonisd.org.

Whom Do I Contact About…

Filling A Teacher Vacancy:

- Carmen Rowan (Senior Manager, Recruitment & Selection) crowan@houstonisd.org

- Sherelle Foust (Team Leader, Teacher Recruitment & Selection) sfoust@houstonisd.org

- John Montgomery (HS Recruiter) jmontgo3@houstonisd.org

- Jamie Downs (MS Recruiter) jdowns@houstonisd.org

- Larena Flemmings (ES Recruiter) lflemmin@houstonisd.org

- Kristen Pryor (ES Recruiter) kpryor@houstonisd.org

- Elizabeth Caldwell (Recruitment Associate) Nursing, Student Teachers ecaldwel@houstonisd.org

Filling an AP or Dean Vacancy

- Veronica Garza (Leadership Recruiter) vgarza2@houstonisd.org

Certification Questions:

- Antanita Harvey (Certification Officer) aharvey1@houstonisd.org

Teacher Selection Questions:

- Carmen Rowan

Leadership Selection Questions:

- Rachel Koenig rkoenig@houstonisd.org

Hiring/Processing Questions:

HS

- Stephanie Hudson shudson2@houstonisd.org /Amy Dale adale@houstonisd.org

MS

- Mary Pena mpena6@houstonisd.org /Sharon Warren-Ards swarren3@houstonisd.org

ES

- Emilia Cummings ecummin1@houstonisd.org
- Katie Gorski kgorski@houstonisd.org
- Mike Luman mluman@houstonisd.org
- Jerri Nixon jnixon@houstonisd.org