



HIRING PATHWAYS

Path to Certificated Teaching and ESA Career

Overview

Highline Public Schools is looking for certificated staff committed to anti-racist teaching and learning practices to enact our [Equity Policy](#) and to meet [Our Highline Promise and Strategic Plan](#). There are two hiring pathways for a certificated position in Highline Public Schools: Cadre Early Hiring Program and Site-based Hiring. No matter your path, we are excited to get to know you and provide you with more information about Highline! To learn more about upcoming recruitment fairs and current open positions, connect with our Recruiting Team (recruiting@highlineschools.org) or visit our [Jobs Hub](#)!

General Application Information

To be considered for any position in our district, we must have a completed application. **Please create an application profile and apply directly** through [Frontline](#).

1. Highline requires **two confidential references** from your current supervisors
 - Examples may include your mentor teacher, Principal, Asst Principal, Dept. head, Field Supervisor etc.
2. The recruitment team will also contact **two supervisors for phone references**.
 - Please feel free to include additional contacts' information, beyond those not be listed in your materials.

Cadre Hiring Program *Early Hiring of Highly Qualified Certificated Staff*

Highline's Cadre Hiring Program is designed to allow early contracts to be extended to certificated staff in key hard-to-fill areas, while also allowing our recruitment team to recommend site-specific "matches". Cadre hires are those that we believe could be successfully placed across our district, in a variety of our schools, programs and communities. Those who are not extended Cadre contracts may still be competitive candidates for specific site or program vacancies.

District-Hosted Interviews	Student Intern Interviews
• Process for all external and select internal candidates • Interviews with current Administrators • 30-minute interviews + 10-minute teaching demo	• Process for internal candidates (ie Student Interns, Fellows, and Scholars) • Interviews with current Building Administrators • 30-minute interviews
1. Letters of Intent & Contracts	
• Letters of Intent may be offered to selected candidates who have yet to submit a completed application • Contracts may be offered to selected candidates with a completed application but are pending final references. Note! Signed contracts are due back within 10 business days.	
2. Cadre Placement Process (Spring - Summer)	
• Opportunities to get to know schools and communities through district-hosted "Meet and Greets" with Building Leaders • Placement recommendations sent to Human Resources ○ Human Resources will contact cadre teacher with placement offer(s) ○ Cadre teacher chooses placement location, if more than one placement is offered Note! Placements may be complete as early as May, and as late as August, pending district vacancies.	

Site-Based Hiring

Site-Based Hiring allow candidates to apply directly to a posted site-based vacancy, year-round. Screening and interviews are directed by the Building or Department Hiring Teams, who submit formal recommendation-to-hire to Human resources. Offer of employment are extended by Human Resources to selected candidate.