

# The Academy of Charter Schools

## Hiring Process for Administrators - 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. The Academy is unable to contact everyone who applies. If we bring you in for an interview, a hiring team member will communicate with those applicants the next steps.*

### 1. Application Procedures:

- All openings will be posted on the school's website and other applicable websites.
- All applicants must apply online, no calls please.

Submit:

*Required:*

- Cover Letter
- Resume
- Copy of your Colorado Principal license

*Highly recommended:* (these documents will be requested later in the hiring process. If you can provide them now, it will help expedite the process.)

- Copy of Transcripts from all colleges or universities
- Three current letters of recommendation

### 2. Phone or Zoom screening interview (candidate choice):

- 30-45 minute screening interview over the phone with a member of the hiring team

### Half Day (Steps 3 and 4)

#### 3. Demonstration lesson, writing sample, and video lesson evaluation

- Reference checks will be completed prior to demonstration lesson
- Teach a 30 minute demonstration lesson
- Complete writing sample
- View a video of a lesson and provide coaching questions and feedback

#### 4. Live interview, data analysis (data provided 24 hours ahead at minimum, but provided for all candidates at the same 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, COO/CFO, and principals for Q&A

### Scheduled in the evening at candidate's convenience (Step 5)

#### 5. Town Hall Meet & Greet:

- Town hall style meeting with staff and families. Candidate shares about their background, experience, and any personal details they would like. The community can ask questions but they would be more of a casual nature as the candidate has already been selected.

#### 6. Post-Interview:

- All Applicants interviewed will be contacted with the outcome of the interview whether they are offered the job or not.