

# The Academy of Charter Schools

## Hiring Process for Teachers and Licensed Professionals - 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. Receipt of this document does not guarantee that a candidate will pass through the entire process. 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 Teaching license or evidence to show the ability to receive a 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 screen:

- 15-20 minutes screening interview over the phone with a member of the hiring team.

### 3. Demonstration lesson:

- Reference checks will be completed prior to demonstration lesson
- Teach a 30 minute demonstration lesson
- Complete writing sample

### 4. Live interview:

- Complete 1 hour interview with the hiring team

### 5. Post-Interview:

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