MODULE 1: STRATEGIC HIRING - SUMMATIVE ACTIVITY

Introduction:

The goal of this summative activity is to provide you with concrete, relevant documents to improve your hiring practice going forward.

Part 1: Review your hiring timeline

Reflect on the hiring timeline you completed during Principle 1. What changes would you make after learning about the principles of strategic hiring?

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Part 2: Develop a hiring protocol for your school

Articulate up to four specific goals for hiring teachers at your school based on teacher and student data

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

For parts 2, 3, and 4, you will need to think of one position you are seeking to hire. What position are you thinking of hiring?

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Part 2: Create a hiring committee

Create a hiring committee with at least **two** people other than yourself. Who would you want on your hiring committee? What are each person’s roles and responsibilities? Think strategically about how each person will contribute a new perspective or element to the overall hiring committee.

1. Committee Member 1

|  |  |
| --- | --- |
| * **Name**: |  |
| * **Current Position:** |  |
| * **Rationale for inclusion** |  |
| * **Committee roles and responsibilities** |  |

1. Committee Member 2

|  |  |
| --- | --- |
| * **Name**: |  |
| * **Current Position:** |  |
| * **Rationale for inclusion** |  |
| * **Committee roles and responsibilities** |  |

1. Committee Member 3 (optional)

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| --- | --- |
| * **Name**: |  |
| * **Current Position:** |  |
| * **Rationale for inclusion** |  |
| * **Committee roles and responsibilities** |  |

1. Committee Member 4 (optional)

|  |  |
| --- | --- |
| * **Name**: |  |
| * **Current Position:** |  |
| * **Rationale for inclusion** |  |
| * **Committee roles and responsibilities** |  |

Part 3: Develop interview questions

Based on your hiring goals and the “Principles for Strategic Hiring,” write four interview questions to ask candidates for the desired position and your rationale for the question

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| --- | --- | --- |
|  | **Question** | **Rationale** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

Part 4: Prepare for Classroom Observation

Considering the position and your hiring goals, select 2 to 3 “high leverage” classroom observation indicators using your teacher observation rubric to focus on when observing the candidate’s teaching.

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| --- | --- | --- | --- |
|  | **Indicator** | **Rating (1 to 5)** | **Notes** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |