



Hiring and Mentoring New Teachers FAQ

How does SJCS make its lead teacher hires?

- Formal and informal advertising of all jobs including advertising online and in print and through personal networking and outreach. Our staff members are parts of diverse communities locally and nationally and we rely on these when we engage in a hiring search.
- Head of School (HoS) makes all hiring decisions and works with an advisory committee that includes the Instructional Coordinator(IC), grade-level partner teacher, and a department representative (either General-GS or Judaics-JS).
- Hiring Process:
 - Resume screening by HoS and IC
 - Phone interview by HoS and/or IC
 - In-person interview, usually with HoS and IC
 - Finalists invited to deliver a model lesson. Evaluation is by HoS, IC, grade-level partner, and department representative
 - Reference checks by HoS and/or IC
 - HR background check
- Our guidelines for hiring are a teaching certificate and/or Masters' Degree preferred for GS; Masters' Degree preferred for JS; teaching experience with kindergarten through 5th grade children

How does SJCS communicate with parents about new hires?

- Parents will be notified of milestones in the hiring process, including finalist stage and when the hire is complete.
- Our goal is to complete lead teacher hiring by July 1.

How are new teaching faculty mentored and acculturated at SJCS?

- We seek teachers who are collaborative and committed to a cohesive and seamless learning experience for all students.
- New teachers attend a special new staff orientation *and* all staff in-service in August.
- HoS and IC orient new teachers upon their hiring and meet with them regularly throughout their first year of employment.
- Formative plans are established with the HoS for all teachers.
- HoS observes all teachers throughout the year and includes evaluation and feedback to support professional development and the formative plan's stated goals.
- GS and JS lead teachers work as a team. Planning time includes daily overlap, formal meeting times throughout the year, staff orientation week, staff development days, and child study teams.
- New teachers have not only the support of their grade level partner but also of their departmental team (GS or JS). Teachers are supported by their primary grade (K-2) and intermediate grade teams (3-5).
- *Dereh erez*, SJCS' key character development philosophy, is addressed during staff orientation and throughout the year at staff meetings and professional development days.
- Faculty meets 3x monthly by department and the entire faculty meets 1x monthly.