

## PVD Prep Hiring Process

### **Step 1:**      **Resume & cover letter collection**

Send your resume and cover letter to [jobs@pvdprep.org](mailto:jobs@pvdprep.org). Our hiring committee will review your materials and be in touch with you within two business days.

- *What are we looking for at this stage? We seek a diverse range of candidates with different experiences and backgrounds. Certified teachers with a demonstrated track record of success in high performing urban charter schools are highly preferred.*

### **Step 2:**      **Phone interview with a PVD Prep teacher (invitation only)**

If the hiring committee advances your application to this next step you will be invited to schedule a phone interview with one of our current teachers. During the phone interview, you'll have the opportunity to share more about your school experience and your interest in PVD Prep. You will also have the opportunity to ask questions about our school.

- *What are we looking for at this stage? We are primarily checking to ensure you (1) believe all students can achieve at extraordinarily high levels, and (2) you possess a "whatever it takes" mindset to student achievement. We are also looking for candidates who thrive on feedback and coaching.*

### **Step 3:**      **Video and written response (invitation only)**

At this stage of the interview process you will observe a five minute clip of teaching from a school that models some of the same instructional strategies that PVD Prep employs in the classroom. You will summarize your observations in written format. You will also be asked to respond to a series of questions about your teaching philosophy, your ability to build relationships with students and families and your commitment to antiracist practices. (Applicants for non-instructional roles will complete an alternative remote assignment.)

- *What are we looking for at this stage? We are looking to see if you are aligned with the taxonomy of teacher techniques PVD Prep uses to ensure 100% engagement throughout the day.*

### **Step 4:**      **Sample teach (invitation only)**

You will be invited to come to PVD Prep to teach a 35 minute sample lesson of your choice. Sample lessons will take place on Fridays from 9:50 to 10:25 AM. Candidates who are unable to teach a sample lesson in person may choose to upload a video of their classroom instruction. You will debrief your lesson with the classroom teacher in the room where you taught, our Dean of Students or Principal in Residence, and one or more of the students you sample taught. (Applicants for non-instructional roles may be invited to an in-person demo project.)

- *What are we looking for at this stage? In addition to excellent teaching, we are looking to see how you build relationships with students and how you incorporate feedback into your practice.*

### **Step 5:**      **Finalist interview and job offer with Head of School (invitation only)**

Finalists who reach this stage will meet with the Head of School to discuss a job offer.