



Preparing Students for 21st Century Experiences

Teacher Recruiting Process

Cedar River Academy
Enumclaw, Washington

Revised 11/03/13

Teacher Qualifications

CRA teachers must hold a Washington State teaching certificate, hold a degree from an accredited college or university, and demonstrate an understanding and commitment to a constructivist education model.

Teacher Recruiting

CRA is committed to provide our students with exceptional opportunities to learn broadly and deeply while meeting and exceeding state standards. We understand that continuing to meet this objective is dependent on our ability to find and hire exceptional teachers and administrative staff. It is, therefore, CRA policy to manage the recruiting and hiring process to assure the addition of only the highest quality members to our school.

Recruiting Process

The Principal, acting as the human resources coordinator, will continuously post requests for inquiries on the CRA website to provide the opportunity to identify exceptional potential employees.

At the request of a CRA manager, the CEO may, at any time, direct the Principal to advertise for an open position.

Upon receipt of a resume, the Principal will review and screen the resume(s) and forward resumes of qualified candidates to the CEO for screening and comments.

The CEO will screen candidate resumes. Only resumes having approval of the CEO will be considered further.

Upon a rejection decision from the CEO, the Principal will send a rejection notice to the applicant.

Upon receiving a positive decision from the CEO, the Principal will inform the CEO of approval/disapproval decision. Following a positive decision the Principal will ask selected teaching candidates to answer the following essay questions via email.

Thank you for your interest in joining the CRA Team. Based on the information you have provided us, we are interested in proceeding to the next step in our interview process. Please provide answers to the following questions to help us better understand your background and expectations.

1. Describe three conceptual ideas that you value and/or that you hold dear in your personal life.
2. What is the purpose of education? How has your education shaped this perspective?
3. With regard to education:
 - Explain the difference between lesson planning and curriculum development.
 - What are some common reasons students disrupt class? When disruptions occur, what do they allow the teacher to understand? What strategies do you use to redirect the disruptive student? The class as a whole?
 - How direct can/will you be with parents concerning their children's behavior? How do you ensure that these interactions strengthen your relationship with the parent and the student?
4. How did you finance your college education and how did this positively, or negatively, affect your academic performance?
5. What caused you to become a teacher?

6. What are your three most important professional goals?
7. What are your favorite student age groups? Why?
8. What strategies do children need to develop to read effectively? How would you develop those skills?
9. Do you have a particular subject matter strength? If so, what is it?
10. Have you ever been associated with a private or charter school? If so, how does this experience compare to your public school experiences?
11. What are the titles of the last four books you have read? Which one of them would you recommend to someone else? Why?
12. What is your favorite art object? Why?
13. Describe what you do in your spare time?
14. Describe a challenge (personal/professional) that you have either worked through or are currently working on. What steps have you used to ask for assistance when necessary?
15. How important is staff collaboration in a school? Give examples to support your opinion.
16. Where are your 3 favorite places you've traveled and why?
17. Please tell us your definition of thematic integrated instruction. What experience have you had with this type of planning? How would you design an integrated thematic unit? How would you design a thematic integrated lesson?
18. Have you taught in mixed age/ multi grade classrooms? How did you (would you) organize your day? How would you address standards?
19. How would you integrate field studies into your program?
20. Please describe your training in descriptive writing?
21. What classroom strategies would you use with students who are having difficulty in reading/writing?

The Principal and CEO will evaluate essay answers and screen candidates. Only candidates that receive positive recommendations from the reviewers will be considered for interview. The Principal will invite selected candidates for personal interview and send rejection letters to non-recommended candidates. Candidates invited for an interview will be informed of the interview agenda.

Interview Process

At the time of an interview, teacher candidates will follow the following agenda:

- Candidate to prepare a specific lesson plan to be presented during the interview
- Meet with administration team for introduction
- Tour campus
- Candidate will present prepared lesson plan with two CRA observers
- Candidate will meet with entire grade range instruction team
- Candidate will meet with requesting manager, Principal, and CEO

During evaluation process any interview team member can say “no”. A single no will disqualify the candidate for employment.

Within 1 week following and interview, Humans Resources will conduct reference checks on approved candidates, send rejection letters to disapproved candidates, and make employment / salary recommendations to the Board of Directors.

Within 1 day of receiving Board of Directors approval to proceed, Humans Resources will prepare an offer letter sent to successful candidate(s) and call the candidate to describe the offer to obtain verbal acceptance before the letter is mailed. Any candidate that wants to negotiate salary or benefits will not receive an offer letter.

Engagement Process

Before or immediately after a new employee begins work, Humans Resources will assure background checks are completed.

The first day of work for a new employee, the responsible Principal or business manager will review with the employee:

- Employee Handbook
- CRA Policies and Procedures
- Instructor Guide
- Parent Handbook
- Volunteer Handbook

At the beginning of a new employee's tenure at CRA, a pre-defined mentoring/coaching program will be employed.