

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

PROCEDURE FOR THE SELECTION OF TEACHERS

3150

1. Review of applications by principal
2. Principal selects candidates to interview (5 - 15)
3. Principal conducts interviews and determines finalists (3 - 6)
4. Finalists are asked to prepare a lesson for the grade level in which they will be teaching - subject and materials are provided. All finalists will prepare a lesson on the same or a very similar topic. Written lesson plan to be left with the district after the class.
5. Finalists teach one lesson/period while being videotaped. Videotaping is done by another classroom teacher or student. No administrators are present.
6. Principal, principal of the next organizational level (ex. elementary position - both elementary and middle school principal), and the superintendent view videotapes and rate.
7. References are checked for the top rated candidate(s).
8. Job offer is made.

Adopted December 4, 1995