



PROFESSIONAL/CERTIFIED HIRING PROCESS AND INFORMATION

STEP 1: Resume Submission

To be considered as an applicant for a licensed teaching position, please submit the following:

Email: bkuzma@flagstaffacademy.org

US Mail: Bess Kuzma, Assistant Principal, Flagstaff Academy, 1841 Lefthand Circle Longmont, Colorado 80501

Fax: (303) 651-7922

1. Resume (Please check our website for resume requirements)
2. Cover letter of interest
3. Completion of the following 4 questions – Please write a paragraph answering each of the following- **only if you are applying for a teaching or administrative position.**
 - A. What makes a charter school unique from a traditional public school?
 - B. What are three challenges and opportunities facing charter schools today?
 - C. What is your experience with Core Knowledge?
 - D. If you were offered a teaching position at Flagstaff Academy, what are your salary requirements?

STEP 2: Paper Screening

All resumes and cover letters are reviewed by administrators to determine if the applicant meets the requirements for the designated subject or grade level. Applications are then reviewed to determine the most qualified candidates for current vacancies.

STEP 3: Phone Interview

Applicants who have been selected through Step 2 will be contacted for a phone interview. Applicants who have successfully met the phone interview requirements will be recommended for an interview at the school and will be advised to bring or mail the following additional documents:

- 1. Official College Transcripts.**
- 2. Three current letters of professional reference or a university placement file.**
- 3. Colorado Teaching License.**
- 4. Any portfolio or examples of work you wish to share.**

STEP 4: Interviews by Interview Team

Interviews are scheduled for applicants who best meet the qualifications of the position.

Candidates are interviewed at the school by the interview team, which is comprised of the administrators, teachers, and parents. After the candidates are interviewed, the team makes recommendations as to who should complete a mock teaching lesson.

STEP 5: Classroom Mock Teaching

Final candidates will complete a mock teaching lesson before a final decision is made about hiring. The mock teaching session will be with children of an appropriate age level, facilitated by the administrators with the candidate, and evaluated by the interview team.

STEP 6: Teaching Position Offered to Candidate

An employment offer is made to candidate pending board approval and receipt of background check, verification of prior experience and official transcripts.

STEP 7: New Teacher Orientation

New hires are provided with a packet of information related to employment. New Teacher Orientation will be held approximately two weeks before school opening in August, prior to scheduled complete staff In-Service days. New employees are required to have Department of Justice fingerprints on file with us prior to the start of employment.

Salary and Benefits

Flagstaff Academy offers competitive benefits, such as health, dental, vision and PERA (Public Education Retirement Association). The salary schedule for the school is based on experience and education. Flagstaff Academy does not use the St. Vrain Valley School District Salary Matrix.

Equal Opportunity Employer

Flagstaff Academy affirms that it shall not discriminate against any employee on the basis of race, creed, color, gender, nationality, origin, religion, ancestry, age, sexual orientation or disability in its recruitment, selection, training, utilization, termination or other employment-related activities.

Revised: July 2008