Position Notification and Recruitment

1. Does your collective bargaining agreement stipulate that new positions be advertised within the district?
   1.375% ( ) Don’t know
   14.8% ( ) No
   0.4% ( ) Yes

2. Does your collective bargaining agreement stipulate that interested current teaching staff be interviewed for open positions?
   ( ) Don’t know
   72.0% ( ) No
   27.6% ( ) Yes

3. Does your district require that applicants live in the district in order to apply?
   ( ) Don’t know
   99.8% ( ) No
   0.2% ( ) Yes

4. Does your district require that teachers live in the district while holding a teaching position?
   ( ) Don’t know
   99.3% ( ) No
   0.7% ( ) Yes

5. Of the new positions in the 1997-8 school year that are filled with current district staff approximately what percentage of were filled
   Mean  Median
   By substitutes or part-time employees? ________% 39.6% 31.5%
   By full-time teachers within the district? ________% 19.3% 5.0%

6. Of those who are not hired from current district staff, approximately what percentage of new positions are filled
   Mean  Median
   By new teachers with no experience? ________% 48.1% 50.0%
   By teachers with experience from other districts? ________% 37.8% 30.0%

*Note, if the above percentages do not represent 100% of the positions being filled, please explain where the other hires are coming from. ____________________________________________________________
7. Does the district advertise for classroom teachers outside of Pennsylvania?
   ( ) Don’t know
   74.6% ( ) No
   25.4% ( ) Yes

8. Some districts make a policy of advertising outside of their district to attract more teachers while others value having teachers who are familiar with the district and schools. Not considering cases where it is especially difficult to find someone to fill a position, in the previous 5 years, have you advertised outside your district for common positions?
   ( ) Don’t know
   17.4% ( ) No
   82.6% ( ) Yes
   
   87.2% said 1987

9. For the most recent year in which teachers were hired (indicate year 19___), how often were the following forms of advertisement used?
   ( ) Do not know much about where advertising occurs (Skip Question)
   99.4% answered the question

<table>
<thead>
<tr>
<th>Advertisement</th>
<th>Never Used</th>
<th>Rarely Used</th>
<th>Sometimes Used</th>
<th>Often Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSBA-ILS Bulletin</td>
<td>20.4%</td>
<td>36.7%</td>
<td>10.1%</td>
<td>32.8%</td>
</tr>
<tr>
<td>Other Education Publications</td>
<td>53.0%</td>
<td>7.1%</td>
<td>25.9%</td>
<td>14.0%</td>
</tr>
<tr>
<td>District Hotline or Phoneline</td>
<td>75.4%</td>
<td>10.8%</td>
<td>8.0%</td>
<td>5.8%</td>
</tr>
<tr>
<td>Bulletin Board in District</td>
<td>13.3%</td>
<td>82.3%</td>
<td>0.8%</td>
<td>3.6%</td>
</tr>
<tr>
<td>Local Newspaper</td>
<td>3.4%</td>
<td>70.1%</td>
<td>4.4%</td>
<td>22.2%</td>
</tr>
<tr>
<td>Other Newspaper</td>
<td>14.3%</td>
<td>53.9%</td>
<td>7.9%</td>
<td>23.9%</td>
</tr>
<tr>
<td>Ed. School Placement Office</td>
<td>17.1%</td>
<td>41.5%</td>
<td>11.8%</td>
<td>29.6%</td>
</tr>
<tr>
<td>Word of Mouth</td>
<td>8.1%</td>
<td>56.6%</td>
<td>8.6%</td>
<td>26.6%</td>
</tr>
<tr>
<td>Job Fair</td>
<td>55.9%</td>
<td>17.1%</td>
<td>13.1%</td>
<td>13.9%</td>
</tr>
<tr>
<td>Internet</td>
<td>63.9%</td>
<td>6.9%</td>
<td>11.6%</td>
<td>17.6%</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

10. Does the district have a partnership program to help encourage and train potential teachers?
   0.8% ( ) Don’t know
   69.1% ( ) No
   30.1% ( ) Yes - With whom? ________________________________

11. Was the district contacted by teacher preparation program faculty or placement offices who were marketing their graduates for 1997-8?
   9.0% ( ) Don’t know
   39.0% ( ) No
   52.0% ( ) Yes - Which Schools? ________________________________
   When? _____________________________________________
   With which certifications? _____________________________

Superintendent Survey of Hiring Practices
12. For 1997-8 teaching openings were particular areas of certification easier to recruit for?

3.0% ( ) Don’t know
8.0% ( ) No
89.0% ( ) Yes

Which ones? ________________________________________________________________

74% said Elementary
20% said Social Studies
9.9% said English

13. For 1997-8 teaching openings were particular areas of certification more difficult to recruit for?

3.4% ( ) Don’t know
18.9% ( ) No - Go to Question #19
77.7% ( ) Yes

Which ones? ________________________________________________________________

10.5% said Science
14.1% said Physics
11.1% said Chemistry
8.5% said Math
15.1% said Vocational Education
8.4% said Home Economics
17.4% said Foreign Language

14. What, if anything, did the district do to attract more applicants in these areas?

________________________________________________________________________
________________________________________________________________________

15. Has salary schedule been a limitation in attracting applicants to any of these areas?

79.6% ( ) No
19.9% ( ) Yes

16. Did the district request a waiver (temporary certification) from the PA Department of Education to fill a difficult-to-fill position for the 97-98 academic year?

2.1% ( ) Don’t know
72.2% ( ) No
25.7% ( ) Yes - Please list the area(s) of certification __________________________

17. Did the district obtain it/them?

25.8% ( ) Don’t know
8.8% ( ) No
65.4% ( ) Yes

18. Did the district need a waiver because the applicants were:

17.5% ( ) uncertified
26.9% ( ) not fully qualified
55.6% ( ) both
19. For 1997-8, how important was it to attract an ethnically diverse personnel?

40.3% 16.4% 22.5% 20.8%
( ) Not important  ( ) Slightly important  ( ) Somewhat important  ( ) Very important
If important, how have you worked to attract a racially diverse applicant pool? ____________

________________________________________________________________________
________________________________________________________________________

20. For 1997-8, how important was it to attract a staff with balanced gender representation?

41.2% 18.9% 31.4% 8.5%
( ) Not important  ( ) Slightly important  ( ) Somewhat important  ( ) Very important
If important, how have you worked to attract a gender diverse applicant pool? ____________

________________________________________________________________________

Selection Process: Generating an Interview List and Interviewing

21. Did you request any additional information not included in the mandatory PA application for teaching positions in 1997-8 to aid in the initial screening of applicants?

( ) Don’t know
20.2%  ( ) No
79.8%  ( ) Yes - What additional information did you solicit?

36.2%  ( ) NTE exam scores
23.3%  ( ) Praxis scores
64.1%  ( ) Written recommendations
70.8%  ( ) Transcript
72.1%  ( ) Copy of certification
26.4%  ( ) Essay questions
List the topic(s) _________________________________
________________________________________________________________________
( ) Other _____________________________________________

22. For the 97-8 school year how many open elementary positions were there? ______ Mean - 3
23. For the 97-8 school year how many applications were received for elementary positions? Mean - 150

24. For the 97-8 school year how many open positions did the district have in each of the following secondary areas:

<table>
<thead>
<tr>
<th>Code</th>
<th>Position:</th>
<th>Number of Open Positions</th>
<th>Number of Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>6800</td>
<td>Mathematics</td>
<td>.86</td>
<td>39.4</td>
</tr>
<tr>
<td>3200</td>
<td>English</td>
<td>1.04</td>
<td>51.4</td>
</tr>
<tr>
<td>8800</td>
<td>Social Science</td>
<td>.87</td>
<td>73.4</td>
</tr>
<tr>
<td>8410</td>
<td>Biology</td>
<td>.31</td>
<td>23.5</td>
</tr>
<tr>
<td>8420</td>
<td>Chemistry</td>
<td>.25</td>
<td>13.0</td>
</tr>
<tr>
<td>8470</td>
<td>Physics</td>
<td>.20</td>
<td>8.7</td>
</tr>
<tr>
<td>8450</td>
<td>General Science</td>
<td>.37</td>
<td>29.3</td>
</tr>
<tr>
<td>4410</td>
<td>French</td>
<td>.16</td>
<td>8.0</td>
</tr>
<tr>
<td>4430</td>
<td>Spanish</td>
<td>.40</td>
<td>11.9</td>
</tr>
</tbody>
</table>
25. Did the local teachers association play a formal role in the selection process which is defined in the collective bargaining agreement?
   (  ) Don’t know
   85.7% (  ) No
   14.3% (  ) Yes  What role? ______________________________________________________
                                                                                       
26. Did it play an informal role?
   2.4% (  ) Don’t know
   65.3% (  ) No
   32.3% (  ) Yes  What role? ______________________________________________________
                                                                                       
27. Before applicants were screened, was a profile of desirable characteristics and attributes agreed upon?
   .2% (  ) Don’t know
   24.1% (  ) No
   28.5% (  ) Yes - for positions requiring this certification in general
   42.9% (  ) Yes - on a position-specific basis
   4.3% (  ) Both
   How was the profile developed? ____________________________________________________
                                                                                       
28. For 1997-8 hires, how important was it that an applicant had teaching experience in your district?
   (  ) Not Important    (  ) Somewhat Important    (  ) Very Important    (  ) Mandatory
   49.7%  39.8%  10.1%  .4%

29. In reading the applications, who determined which applicants move on to the interview stage of the selection process? If a group of people made the decision, please check all that apply.
   Of those answering:
   39.6% (  ) Superintendent
   28.7% (  ) Assistant Superintendent
   91.4% (  ) Principal
   39.8% (  ) Assistant Principal
   19.0% (  ) Personnel Director
   30.0% (  ) Head of Department
   8.6% (  ) Members of the School Board
   22.8% (  ) Other Teachers
2.8% ( ) Community (Parents)  
( ) Other ____________________________________________________

30. **Before an interview was conducted,** what qualities were important in narrowing the applicant pool under consideration? Please rank the qualities used on a scale of 1 to 10 (where 1 is not important and 10 is extremely important) in selecting applicants. If the quality was not considered at this stage, please circle the “NA” to the left of the number choices.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>5.4</td>
</tr>
<tr>
<td>Grade point average overall</td>
<td>7.4</td>
</tr>
<tr>
<td>Grade point average in major</td>
<td>7.7</td>
</tr>
<tr>
<td>Dual certification</td>
<td>6.0</td>
</tr>
<tr>
<td>Past performance in teaching</td>
<td>8.2</td>
</tr>
<tr>
<td>References/Recommendations</td>
<td>8.1</td>
</tr>
<tr>
<td>Major in area of teaching (math major to teach math)</td>
<td>8.6</td>
</tr>
<tr>
<td>Caliber of certificating institution</td>
<td>5.8</td>
</tr>
<tr>
<td>Advanced degrees</td>
<td>5.1</td>
</tr>
<tr>
<td>Essay(s)</td>
<td>5.3</td>
</tr>
<tr>
<td>Test scores</td>
<td>5.9</td>
</tr>
<tr>
<td>Community involvement/leadership</td>
<td>5.8</td>
</tr>
<tr>
<td>Willingness to coach/chaperone/direct extracurricul</td>
<td>5.7</td>
</tr>
<tr>
<td>Contribution to Diversity of Staff</td>
<td>5.8</td>
</tr>
<tr>
<td>Non-teaching work experience</td>
<td>4.1</td>
</tr>
<tr>
<td>School district resident</td>
<td>2.8</td>
</tr>
<tr>
<td>School district teacher</td>
<td>3.0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

31. How was the applicant list narrowed to an interview list? ____________________________________________________  
_________________________________________________________________________________  
_________________________________________________________________________________

32. Did the district use more than one interview team to interview the same applicant?  
( ) Don’t know  
55.7% ( ) No  
44.3% ( ) Yes

**First Interview**

33. Who participated in a first interview? Please **check** all that apply. **Circle** the person who chaired the interview.  
30.1% ( ) Superintendent  
24.7% ( ) Assistant Superintendent  
94.4% ( ) Principal  
46.4% ( ) Assistant Principal  
12.3% ( ) Personnel Director  
40.7% ( ) Head of Department  
10.9% ( ) Members of the School Board
39.1% ( ) Other Teachers
4.9% ( ) Community (Parents)
( ) Other __________________________________________________________

34. What was the average length of an initial interview? ______ min. 42.5 minutes

35. What occurred in initial interviews?
   17.2% ( ) Essay
   Please list the topic __________________________________________________
   26.5% ( ) Practice Teaching
   90.6% ( ) Discussion of reaction to possible classroom problems
   94.3% ( ) Discussion of Experience
   92.4% ( ) Questions about Subject Matter
   88.0% ( ) Questions about Curriculum
   97.2% ( ) Questions about Discipline
   37.9% ( ) Questions about Diversity
   85.6% ( ) Questions about Learning Styles
   68.1% ( ) Discussion about Group Interactions
   79.9% ( ) Discussion of Professional/Career goals
   ( ) Other __________________________________________________________

36. Were there differences in the interview for a first-time teacher as opposed to one with experience?
   ( ) Don’t know
   ( ) No
   ( ) Yes - Please explain.______________________________________________
   ________________________________________________________________
   ________________________________________________________________

37. Did anyone, who had not interacted with the applicant in the interview, play a role in the hiring decision-making?
   1.2% ( ) Don’t Know
   65.1% ( ) No
   33.7% ( ) Yes
   Who? __________________________________________________________________
   How did they learn about the applicant? ____________________________________

38. After the first interview, who determined which applicants move on to the next stage of the selection process? If a group of people made the decision, please check all that apply.
   33.7% ( ) Superintendent
   25.7% ( ) Assistant Superintendent
   88.4% ( ) Principal
   37.5% ( ) Assistant Principal
   12.7% ( ) Personnel Director
   33.2% ( ) Head of Department
   9.0% ( ) Members of the School Board
   26.3% ( ) Other Teachers
   3.8% ( ) Community (Parents)
   ( ) Other __________________________________________________________
Narrowing the List

39. **After an initial interview was conducted**, what qualities were important in narrowing the applicant pool under consideration? Please circle the rank of qualities used on a scale of 1 to 10 (where 1 is not important and 10 is extremely important) in selecting the candidates. If the quality was not considered at this stage, please circle the “NA” to the left of the number choices.

<table>
<thead>
<tr>
<th>Quality</th>
<th>NA</th>
<th>1</th>
<th>2</th>
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<th>4</th>
<th>5</th>
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<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Grade point average overall</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td>6.6</td>
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<tr>
<td>Grade point average in major</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<td>6.8</td>
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<td>4</td>
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<tr>
<td>Past performance in teaching</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>8.0</td>
</tr>
<tr>
<td>References/Recommendations</td>
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<td>2</td>
<td>3</td>
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<td>9</td>
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<td>8.1</td>
</tr>
<tr>
<td>Major in area of teaching (math major to teach math)</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>7.6</td>
</tr>
<tr>
<td>Caliber of certificating institution</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>5.0</td>
</tr>
<tr>
<td>Advanced degrees</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>4.9</td>
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<td>7</td>
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<td>9</td>
<td>10</td>
<td>4.9</td>
</tr>
<tr>
<td>Test scores</td>
<td>NA</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>4.9</td>
</tr>
<tr>
<td>Community involvement/leadership</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td>5.6</td>
</tr>
<tr>
<td>Willingness to coach/chaperone/direct extracurriculars</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>5.7</td>
</tr>
<tr>
<td>Contribution to diversity of staff</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td>Non-teaching work experience</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

40. What **method** was used to make decisions about applicants after the initial interview?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

41. How often did a second interview occur?
   1.2% ( ) Don’t know
   51.7% ( ) Always
   11.3% ( ) Never
   35.9% ( ) Sometimes
   Under what circumstances? ______________________________________________________

* If, in the selection, no further interviewing was performed, please move to Question # 48.

42. Who participated in the second interview? Please check all that apply. Circle the person who chaired the interview.
   70.8% ( ) Superintendent
   35.7% ( ) Assistant Superintendent
   74.2% ( ) Principal
   23.4% ( ) Assistant Principal
   17.4% ( ) Personnel Director
23.7% ( ) Head of Department
25.2% ( ) Members of the School Board
16.7% ( ) Other Teachers
1.5% ( ) Community (Parents)
( ) Other ________________________________

43. What was the average length of a second interview? ______min.  45 minutes

44. What occurred in the second interview?
   11.2% ( ) Essay
       Please list the topic. ________________________________
   35.7% ( ) Practice Teaching
   74.3% ( ) Discussion of reaction to possible classroom problems
   79.4% ( ) Discussion of Experience
   76.7% ( ) Questions about Subject Matter
   75.3% ( ) Questions about Curriculum
   74.8% ( ) Questions about Discipline
   74.1% ( ) Questions about Learning Styles
   74.3% ( ) Discussion about Group Interactions
   69.2% ( ) Discussion of Professional/Career goals
   ( ) Other ________________________________

45. After a second interview, who determined which applicants will move on to the next stage of the selection process? If a group of people made the decision, please check all that apply.
   69.1% ( ) Superintendent
   30.4% ( ) Assistant Superintendent
   67.9% ( ) Principal
   21.5% ( ) Assistant Principal
   13.6% ( ) Personnel Director
   17.3% ( ) Head of Department
   20.6% ( ) Members of the School Board
   11.7% ( ) Other Teachers
   ( ) Other ________________________________

46. After a second interview was conducted, what qualities were important in narrowing the applicant pool under consideration? Please circle the rank for qualities considered on a scale of 1 to 10 (where 1 is not important and 10 is extremely important) in selecting the candidates. If the quality was not considered at this stage, please circle the “NA” to the left of the number choices.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>NA</td>
</tr>
<tr>
<td>Grade point average overall</td>
<td>6.7</td>
</tr>
<tr>
<td>Grade point average in major</td>
<td>6.2</td>
</tr>
<tr>
<td>Dual certification</td>
<td>6.6</td>
</tr>
<tr>
<td>Past performance in teaching</td>
<td>5.6</td>
</tr>
<tr>
<td>References/Recommendations</td>
<td>8.0</td>
</tr>
<tr>
<td>Major in area of teaching (math major to teach math)</td>
<td>7.6</td>
</tr>
<tr>
<td>Caliber of certificating institution</td>
<td>4.7</td>
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</table>

Superintendent Survey of Hiring Practices
<table>
<thead>
<tr>
<th>Category</th>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced degrees</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>4.7</td>
</tr>
<tr>
<td>Essay(s)</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>3.9</td>
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<td>Test scores</td>
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<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>4.8</td>
</tr>
<tr>
<td>Community involvement/leadership</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>5.5</td>
</tr>
<tr>
<td>Willingness to coach/chaperone/direct extracurriculars</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>5.6</td>
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<tr>
<td>Contribution to diversity of staff</td>
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<td>2</td>
<td>3</td>
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<td>6</td>
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<td>9</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>3.8</td>
</tr>
<tr>
<td>School district resident</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td>9</td>
<td>10</td>
<td>2.8</td>
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<tr>
<td>School district teacher</td>
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<td>2</td>
<td>3</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

47. **What method** was used to make decisions about applicants after the second interview?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

48. Did candidates teach a sample class for evaluation/observation?

- **0.3% ( )** Don’t know
- **56.7% ( )** No
- **43.0% ( )** Yes - How often?
  - ( ) Always
  - ( ) Sometimes -
  When? ____________________________________________
  Who evaluated it? __________________________________
  ___________________________________________________________________

49. Please describe any differences in the application process of currently employed full-time teachers compared to new applicants. _________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

50. Please describe any differences in the application process of currently employed part-time teachers compared to new applicants. _________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**Selection Process : Approval of Candidates**

51. Did a list of approved teacher candidates go to a person(s) other than the school board for approval (for instance, the superintendent)?

- **1.5% ( )** Don’t know
- **61.9% ( )** No (Skip to Question #54)
- **36.6% ( )** Yes - To whom?

  For each open position how many names were offered? _____
  **77.8% said 0 names**
11.5% said 1 name
2.2% said 2 names
6.1% said 3 names

52. How many times did this party reject the candidate(s) offered for approval in a particular position for the 1997-98 academic year? __________

83.3% said 0 names
12% said 1 name
2.8% said 2 names

53. Can this party add additional names to the list of candidates for approval by the school board?
   (   ) Don’t know
   (   ) No
   (   ) Yes

   How many times for the 1997-98 academic year has this occurred? ______

54. For a given elementary position, how many candidates are typically on the list sent to the school board for approval? ____

71.9% said 1 name
4% said 2 names
17.2% said 3 names

55. For a given secondary position, how many candidates are typically on the list sent to the school board for approval? ____

71.9% said 1 name
5.1% said 2 names
18.2% said 3 names

56. How do members of the school board learn about teacher candidates they will vote on?___________

_________________________________________________________________________________
_________________________________________________________________________________

57. How many times did the school board reject the candidate(s) offered for approval in a particular position for the 1997-98 academic year? _____

58. How many times for the 1997-98 academic year did the school board add another candidate to the list? _____

Special Hiring Circumstances

59. Does the district advertise for positions vacated because of late minute or emergency situations?
   (   ) Never    (   ) Rarely    (   ) Sometimes    (   ) Usually    (   ) Always

   If ever, where do you advertise? ____________________________________________

__________________________________________________________________________

60. Did the district make any late hires of classroom teachers (around August of this year)?
   (   ) Don’t know
   (   ) No
Superintendent Survey of Hiring Practices

( ) Yes - How many? _____ Mean - 1.66
From what pool(s) do you choose the late hires? Check all that apply.
( ) Candidates from the final stages of the selection process this year
( ) Candidates from the final stages of the selection process in previous years
( ) Substitutes
( ) Other__________________________________________________________
( ) Teachers for whom you obtained waivers
   For what certifications did you obtain waivers? ______________________
   ________________________________________________________________

61. Did you request a waiver because the applicants were:
( ) uncertified
( ) not fully qualified
( ) both

62. In the case of late hire(s), what position(s) was offered?
   33.2% ( ) Full time contract position
   16.4% ( ) One year full-time Substitute
   6.3% ( ) Six months Substitute
   ( ) Other _____________________________
   20.8% ( ) Depends on situation

63. During the 96-7 academic year, did the district make any emergency hires (because of illness, death, quits, and other unexpected situations)?
( ) Don’t know
( ) No
( ) Yes - How many? _____
From what pool(s) do you choose the late hires?
   18.4% ( ) Candidates from the final stages of the selection process this year
   6.8% ( ) Candidates from the final stages of the selection process in previous years
   25.9% ( ) Substitutes
   ( ) Other__________________________________________________________
   3.8% ( ) Teachers for whom you obtained waivers
   For what certifications did you obtain waivers? ______________________
   ________________________________________________________________

64. Did the district request a waiver because the applicants were:
   58.3% ( ) uncertified
   29.3% ( ) not fully qualified
   12.4% ( ) both
65. What position was offered in these situations?
   - 11.9% ( ) Full time contract position
   - 10.3% ( ) One year full-time Substitute
   - 7.9% ( ) Six months Substitute
   - ( ) Other _____________________________
   - 11.5% ( ) Depends on situation

66. In the case of late or emergency hires for a permanent position, how often is the current substitute first
offered the position on a temporary basis?
   - ( ) Never     ( ) Rarely     ( ) Sometimes     ( ) Usually     ( ) Always
   - 5.5%           7.4%               54.1%                 27.9%

67. Is there a separate review process for persons hired due to a late or emergency hire situation (i.e. after
six months in the position they are evaluated and if competent are given the position full-time)?
   - ( ) Don’t know
   - ( ) No
   - ( ) Yes
   What percentage of the time are they offered the position on a permanent basis ____%

68. How did the district obtain its substitute pool? __________________________________________
________________________________________________________
________________________________________________________

Offers and Salaries

69. What is the approximate ratio of the number of offers to acceptances for 1997-8? __________

70. What is the length of your current collective bargaining agreement ? (Or what is the range?) ____ yrs.

71. What was the length of the previous collective bargaining agreement? ____ yrs.

72. Was the current agreement reached 1 year or more before the end of the old agreement?
   - ( ) Yes
   - ( ) No

73. Have you hired any teachers without prior teaching experience and placed them above the first rung of
   the salary schedule for special circumstances such as a hard to fill positions?
   - ( ) Don’t know
   - ( ) No
   - ( ) Yes

74. In the case of experienced hires, does the district typically have a set formula for the value of X years
    of experience in another district?
   - ( ) Don’t know
   - ( ) No
   - ( ) Yes
75. What is the salary value of prior teaching experience in candidate’s prior district?
   ( ) Don’t know
   ( ) Considered to be worth half as much as experience in your district
       (6 years of experience elsewhere earns salary of 3 years experience in your district)
   ( ) Other _________________________________________________________

76. Is the salary value of prior experience in other districts negotiable?
   ( ) Don’t know
   ( ) No
   ( ) Yes

77. Is there a limit on the number of years of experience that is transferable?
   ( ) Don’t know
   ( ) No
   ( ) Yes
      How many?_____  
      Is it negotiable?
      ( ) Don’t know
      ( ) No
      ( ) Yes

Current Teacher Information

78. What percent of current teachers attended a public high school in your district? _____%

79. What percent of current teachers hold Master’s degrees? ______%

80. Of your out-of-state teachers, which universities did they attend? _____________________________
    ___________________________________________________________________________________
    ___________________________________________________________________________________

Written Procedures and Role of the State

81. Does your district have written hiring procedures?
   ( ) Don’t know
   ( ) No
   ( ) Yes - Please attach a copy to this survey

   Please attach any written material used in the hiring process including:
   Addendum to the application   __________
   Sample Essay questions   __________
   Evaluation forms or matrices for interviews   __________
   Evaluation forms or matrices for sample teaching session,   __________
   Qualification sheet which describes a candidate for the school board   __________
What could the State do to assist you in the teacher selection process? __________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

This survey was filled out by: __________________________ Title __________________________
Person to be contacted for clarification about the responses to the survey:
________________________ at _____-_____-

Please return in the self addressed envelope.

Thank you very much for your assistance.