



To: All Principals  
From: Karen Tarabochia, Assistant Superintendent/Personnel  
Re: Forms for the Hiring and Termination Procedures File  
Date: February 2010

Please review your files, remove older documents, and replace with the updated copies. Please destroy the old forms that you replace so that no confusion occurs later on.

**All forms available on the Catholic Schools webpage.**

**<http://www.seecelebrateandlive.org>**

**Interactive E-1 form  
New Hire Reporting [form W-4]  
Standardized Teacher Contract**

Listed below then, are all the pages that should be found in these files. If you find that you have lost a page, check the appendix of the Policy and Procedure manual or please call Linda Lloyd for a replacement if it is not in appendix, at 206 382-3498 or 800 473-5651.

### **Contents of Hiring Procedure File:**

- Teacher Personnel Recruitment Timetable
  - Letter reviewing hiring practices
- Teacher Intent Form
  - Letter from this office about consequences for breaking a contract

### **Hiring “To Do” List/Delivery System:**

- The Hiring Process Review with E-1 form
- Interviewing Applicants
- Sample Interview Questions
- Standardized Teacher Contract

### **Application for Non-Certificated School Personnel**

- Employee Agreements for non-certificated school personnel
  - Employment Agreements: Full-Time/Part-Time
- Forms to be completed for new hire (See Appendix)
  - U.S. Department of Justice Form I-9
  - W-4 form \* (get from book keeper)
  - Workers' Compensation filing form
  - “New Hire Reporting Form” for state of Washington
  - E1 form completed and sent to Catholic Schools Office
  - Registration for mandatory New Teacher Orientation Benefits forms
  - Employee Agreement Form/Policy for Safe Environment Training.
  - CICS Background Check/Pre-Employment Authorization and Request.

**NOTE: A contract is probationary until this workshop or documentation has been completed.**

## **Process to follow upon hiring new employee**

- Give to new Employee
  - Copy of job description
  - Copy of teaching contract or work agreement for non-certificated
  - Copies of school handbooks
  - Copy of Personnel handbook, (sign receipt)

## **Principal Responsibilities**

- Principal manages all job postings online through AppliTrack.
- Principal informs CSD new hires[E-1form] and directs PreK-12 teachers to New Teacher Orientation
- Principal files reference checks and interview notes in principal's working file

## **Principal sets up employee personnel file:**

- Archdiocesan application including
  - Teaching Certificate
  - CICS Background Clearance
  - Employee Disclosure Statement form
  - Writing sample (if done)
  - Catechetical certification (if any)
  - College transcripts and any additional coursework that determines salary
- I-9 Employee Eligibility Verification form
- Copy of job description ( teacher job description in appendix, non-certificated must be developed locally)
- Signed contract
- Any correspondence related to hiring
- **Receipt and Acknowledgment of School Handbook form**
- **Signed form acknowledging that employee has read Safe Environment guidelines.**

## **Place in Principal's file**

- Notes related to interview
- Reference check data – dated, with names and phone numbers

## **Contents of Termination/Non-renewal File: (retain for six years)**

- Teacher Resignation Form
- Teacher/School Employee Termination Report
- Resignation/Termination Checklist

## The Hiring Process

- Timeline \_\_\_\_\_
- Intent to return form (usually in March/ April)  
Resignation & termination reports  
(If you are non renewing- evaluation and performance review plan should be complete by **March 15<sup>th</sup>**)
- Listing position on AppliTrack.
- AppliTrack Application on line <https://www.applitrack.com/seattlearch/>  
If you hire a person without an online application, have them complete the online employee portfolio or convert their file to a portfolio, and get CICS clearance. (If this is close to school starting, give a tentative 6-week contract, until all paperwork is complete.)
- Review files  
All files are confidential. They should not be shared with staff members.
- Select Candidates
- The Interview  
May include staff members on committee.  
Plan questions ahead, and who will ask.  
Record answers.  
Ask same questions of all candidates.  
Beware of illegal questions.  
You may ask for a writing sample, "First Day of School Letter"  
You may ask them to bring sample projects/portfolio.  
You may ask for a demonstration lesson.

**Check and document references**

Offer contract/employment agreement  
Salary scales; transcripts

- Discuss hiring and/or set up interview for candidate with pastor
- Other paperwork
  - Benefits information and sign up form
  - I-9 Form (send to address on the form)
  - E1** New hire reporting form (send to CSD) Current form is always posted online.
  - Job Description  
Sign up for Archdiocesan New Teacher Orientation Workshop  
(unless transferring from another school in the Archdiocese)
  - CICS background check
  - Employee agreement form/Policy for Safe Environment and certificate of completion including their ID number.
  - Catholic Schools Employee Handbook/Receipt & Acknowledgement Form
- Remove your listing from AppliTrack.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Interview Committee: \_\_\_\_\_

**Writing Sample:** Write a letter of introduction to go home with students the first day of school introducing yourself and providing the important information you want them to have as the first communication about their child's school year with you.

### **Catholicity/Mission**

1. Why do you want to be a teacher? Why do you want to teach in a Catholic School?
2. What is it that gives you meaning in your job?
3. How important is your Catholic (religion) faith to you? How has your value system been shaped by your faith?
4. Catholic schools are faith-centered communities. How do you think you could build and support such a community?
5. How would you promote prayer in your classroom? How would I know I was in a Catholic school when I entered your classroom?
6. How do you envision service to be a component of your curriculum?
  
7. How comfortable are you in leading prayer services or planning for liturgies? What support would you need?

### **Classroom Management/Discipline**

1. Scenario of child repeatedly not following direction, etc.? What would you do?
  
  
  
  
  
  
  
  
  
  
2. What is your view/philosophy of discipline...? Tell me about your classroom behavior plan?
  
  
  
  
  
  
  
  
  
  
3. At what point do you contact parents? What medium do you most often use? Do you ever contact parents for the purpose of sharing good news? Examples?
  
  
  
  
  
  
  
  
  
  
4. If I walked into your classroom in the middle of a class on a typical day, what would I see?
  
  
  
  
  
  
  
  
  
  
5. Tell me about a time you had a deal with a difficult student or parent and how you resolved this situation.
  
  
  
  
  
  
  
  
  
  
6. Tell me one of your student success stories.
  
  
  
  
  
  
  
  
  
  
7. Some of your students always finish assignments early. How do you deal with the free time that they have?
  
  
  
  
  
  
  
  
  
  
8. Visualize an ideal classroom. What does it look like? Who is in it? What resources are you using? What are your goals? Accomplishments?
  
  
  
  
  
  
  
  
  
  
9. What priority do you place on organization and goal setting?

## **Teaching and Learning in your Classroom**

1. Describe your style of teaching.
2. What three words would your students use to describe you as a teacher?
3. What techniques would you use to keep students actively involved and motivated during a lesson?
4. What are the qualities of an excellent teacher? Which of these do you have?
5. What course work have you taken that you feel has made you an especially competent teacher?
6. What materials have you used that you find most effective for slow learners? For quick learners?
7. How do you see the use of technology fitting into your daily instruction?
8. What are your plans for self-growth and how will you achieve them?
9. Describe how you develop lesson/unit plans for your classroom.
10. What assessment and evaluation strategies do you use for student learning?

## **Communication**

1. How would you become involved in the school/community/parish activities?
2. Why/not are parent-teacher conferences important?
3. How do you engage a parent in the education of her/his child?
4. What experiences have you had with volunteers in your classroom? What areas do you see yourself using volunteers?
5. What strategies have you used in working with parents?
6. What is your comfort level in contacting parents? How would you contact them? Why? How often?
7. How do you feel about being available for extra help outside of class?
8. How do you see the working relationship with the principal?
9. When you find you do not know how to prepare for a conference or a grade, etc., how will you handle it?
10. How do you see yourself working with other teachers? What strengths would you bring to the staff?