



Criterion- Based Hiring

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Transfer & Assignment Procedures

2020-21 School Year

Introduction

The Providence Public School District and the Providence Teachers Union recognizes the value to students of having qualified, certified, experienced and effective teachers in every classroom as well as continuity of instruction. The union and the district are committed to working together to provide a quality teacher in every classroom by implementing a fair, reliable and transparent transfer system.

The Criterion-Based Hiring, Transfer and Assignment procedures represents the manner in which teachers are assigned to a teaching position as a result of a consolidation, voluntary transfer, rescission from layoff, or return from an unpaid leave of absence.

This document describes the processes for the transfer process and assignment of displaced teachers. It does not address intra-building assignment changes. Intra-building assignments shall be made in accordance with Article 13, Teacher Programs, of the PTU Collective Bargaining Agreement. This document also does not address positions for which additional compensation is provided and school-based positions (e.g. athletic coach, school treasurer, etc) as defined and detailed in Article 11 of the PTU Collective Bargaining Agreement.

Transfer & Assignment Timeline

Identification of Vacancies, Displaced Teachers and Interview Committees	
March 18	Identify Interview Committee Members
February 4	Preference sheets distributed
February 4 - 10	Mutual Consent Process for eligible positions
February 9	Dept. Teacher Leader Opt-out
February 10	Preference sheets due
March 19	Completion of staffing/Displaced teachers notified
April 5 & 6	Interview Committee Training
Tenured/Probationary Teacher Criterion-Based Hiring	
March 31	Posting of known vacancies
April 6	Application deadline
April 7	Most senior applicant identified
April 9	Layoff notification for tenured teachers
April 9	Deadline for extending interview invitations
April 12	Deadline for scheduling interviews
April 13, 14, & 15	Internal Hiring Fair (via virtual platform)
April 15	Offers/Acceptance process begins at the conclusion of the last interview
April 21	Deadline for extending offers
24 hours from date of offer	Deadline for accepting offers
June 1	Layoff notification for non-tenured teachers and emergency certified teachers.
April 7 – Last Day of School	Utilization of school-based hiring committees
15 days prior to orientation day	Teacher Placement by Human Resources

***Note: All deadlines are effective midnight.**

Infrastructure/Communication/Training

The majority of information, workflow, and communication associated with the transfer processes will be managed via the district's applicant tracking system. Access to the applicant tracking system via the internet and the ability to receive e-mail notifications (e.g. notification of all new postings) from the applicant tracking system will be available to all teachers.

Identification of Vacancies, Displaced Teachers and Hiring Committees

Departmental Teacher Leaders will have an opportunity to opt-out from their Departmental Teacher Leader position prior to the commencement of the transfer process. Any Departmental Teacher Leader choosing to opt-out will relinquish his/her Departmental Teacher Leader position effective the last day of the current school year. A Departmental Teacher Leader who does not opt-out is not precluded from participating in the transfer process or applying for positions with additional compensation throughout the school year.

Staffing and intra-building assignments shall be completed by no later than thirty (30) days prior to the hiring fair at which time displaced teachers shall be notified. Teachers with one-year temporary placements shall be considered displaced and shall also be notified. Any emergency/expert residency certified teacher who is not assigned to a one-year temporary placement and who demonstrates to the Office of Human Resources by the designated deadline that he/she has complied with RIDE certification requirements for either full certification or renewal of emergency/expert residency certification or who can demonstrate that he/she will have complied with certification requirements prior to the beginning of the 2021-22 school year, shall not be displaced from his/her position as long as said position exists for the subsequent school year. Any emergency/expert residency certified teacher assigned to a one-year only position, in a hard-to-fill certification area, and who demonstrates to the Office of Human Resources by the designated deadline that he/she has or will attain full certification prior to the commencement of the 2021-22 school year, will be allowed to participate in the internal hiring fair for any hard-to-fill position for which he/she will be fully certified to teach prior to the commencement of the 2021-22 school year. The Office of Human Resources shall provide each emergency/expert residency certified teacher with written notice prior to the beginning of the transfer process.

Hiring committees for the Tenured/Probationary Teacher transfer process will be identified at each school in sufficient time to complete training prior to the commencement of the transfer process.

Tenured/Probationary Teacher Criterion-Based Hiring

The Tenured/Probationary Teacher Criterion Based Hiring is the transfer and assignment process for full-time teachers either seeking a voluntary transfer or seeking a new assignment as a result of a displacement. **At the conclusion of the last day of the school year, tenured/probationary teachers who have a full-time assignment for the subsequent school year may not seek an internal transfer except for positions with additional compensation such as academic coaching, central office or school-based leadership positions.**

Postings

All known vacancies shall be posted by the District on its applicant tracking system. All postings will be open for seven (7) calendar days and will set forth the duties and responsibilities of the position and will specifically identify any RIDE requirements and qualifications for the position. In addition to responsibilities, qualifications and requirements, postings shall also identify the specific school/worksite of the position. Postings for itinerant positions shall identify each school location, percentage of assignment and home-base. After the conclusion of the internal hiring fair, positions posted thereafter will be open until filled.

Application Process

Any tenured or probationary teacher who attained a highly effective or effective rating on his/her most recent completed evaluation may apply for any posted position provided he or she meets the qualifications enumerated in the posting (review the qualifications section for details). Except that any teacher who is displaced and who does not have a permanent position, must apply for a minimum of five (5) positions regardless of evaluation rating. All applications will be submitted via the district's online applicant tracking system. Application materials will include a current resume and cover letter. Any applicant who successfully submits an application for a position will have his/her application reviewed by the hiring committee. Incomplete applications will not be reviewed by hiring committees.

Qualifications

Applicants applying for positions during the internal transfer process must possess appropriate certification and qualifications at the time of application. Except that any emergency/expert residency certified teacher who demonstrates to the Office of Human Resources that he/she has satisfied the renewal requirements for the 2021-22 school year, will be allowed to participate in the internal hiring fair for any hard-to-fill position for which he/she will be certified to teach prior to the commencement of the 2021-22 school year and any teacher that possess the content specific certification agreeing to become certified in ESL prior to the commencement of the 2021-22 school year may participate in the internal transfer process .

Hiring Committee

Recognizing the value of experience and the recommendations of potential future colleagues in the process of selecting teachers for a given position, a hiring committee consisting of teachers currently working in the relevant building (home based) will be established and utilized. A hiring committee will be comprised of a principal/hiring manager and two (2) teachers selected by building staff vote. The committee members must be the same for each position hired. The committee's term of service will expire at the conclusion of the school year

If a school has a large number of positions open, the assistant principal may serve as a hiring manager and/or administration may designate a hiring manager other than the principal or assistant principal to lead supplemental interview teams (roughly one hiring manager for every five positions).

Each committee will designate one member as the committee's representative. The representative will be responsible for compiling the committee's feedback and entering the committee's feedback and recommendations into the district's applicant tracking system.

The committee shall be responsible for the interviewing of candidates and will make hiring recommendations to the principal/hiring manager who shall make the hiring decision.

The hiring committee may request advisory support (e.g. the participation of a teacher or administrator with relevant expertise such as a content area supervisor) in the application review and/or interview process. A subject area specialist shall serve in an advisory capacity only.

School-based teams may be staffed or supplemented by certified PPSD teachers and administrators designated by the Superintendent from outside the school in instances such as the opening of a new school or other circumstances where staffing a complete school-based team would be impractical.

Postings for itinerant positions will be filled by the hiring committee from the school with the majority teaching assignment.

The hiring committee for Central Office positions will be comprised of an appropriate administrator acting as the hiring manager and a committee of teachers serving in assignments similar to the position being filled.

Hiring Committee Compensation

Teachers serving on a school-based Criterion Based Hiring Committee shall receive an annual stipend of \$500 payable in a lump sum at the conclusion of the annual CBH process. Payment shall be made no later than thirty (30) days after the last day of the school year. Compensation shall be pro-rated between a hiring committee member that is substituted by an alternate hiring committee member.

Committee Application/Selection Process

Hiring committees will review applications, conduct interviews, and make recommendations to the hiring manager.

Scheduling an Interview

Principals will extend interview invitations to selected candidates by designated dates per the Transfer, Assignment & Hiring Timeline. Interview invitations will be extended electronically via email and interviews will be scheduled electronically by the teacher via the district's applicant tracking system. The most senior qualified applicant for each position submitting an application will be invited to interview. A minimum of three candidates per position will be interviewed unless fewer than three people apply. Principals may not invite more candidates than interview schedules permit.

Hiring Fairs/Interviews

Hiring fairs will take place on designated dates and times and at a central location where interviews can be held in suitable private spaces. Interviews will be scheduled at half-hour intervals. Schools should establish a consistent interview process for candidates.

Candidates may bring whatever materials they feel are appropriate to the interview. **At a minimum, a copy of their teaching certificate demonstrating full certification for the position for which they are interviewing must be provided. If a hard copy is not available, candidates may demonstrate full certification utilizing an electronic device.**

Any teacher applying for an ESL position for which he/she is not fully certified to teach, must provide the hiring committee with a signed ESL Agreement Form at the time of the interview. Candidates will be interviewed once per school and will be considered in that interview for all positions at that school for which they are certified. If the Joint CBH Committee deems it appropriate, an administrator and a union representative may be present at any interview as an observer.

Extending/Accepting an Offer

The principal/hiring manager may extend an offer at the conclusion of the last internal hiring fair but no later than the designated deadline. If there are extenuating circumstances preventing a principal/hiring manager from extending offers by the designated deadline, the principal/hiring manager must notify the Office of Human Resources as soon as possible. Any deadline extension must be mutually agreed to by the union and the district.

Offers will be communicated via the district's applicant tracking system and followed-up with phone calls by principals/hiring managers. Within twenty-four (24) hours after receiving the Offer via the district's applicant tracking system, the teacher may accept the offer via the district's applicant tracking system. Principals/hiring managers will document candidate acceptance in the district's applicant tracking system. The Office of Human Resources will follow up with teachers accepting positions and successful candidates will receive an official award letter from the Office of Human Resources. Acceptance of an offer constitutes the relinquishment of the teacher's current position (if applicable) and will trigger appropriate notification to the teacher's current principal.

A candidate's acceptance of an offer will trigger automatic email notification to unsuccessful candidates. Principals/hiring managers may rescind the offer and make an offer to another candidate in the event of no response from the initial candidate after twenty-four (24) hours. Assignments shall be effective the first day of the subsequent school year.

Vacancies remaining or arising following the conclusion of the internal transfer process will be posted for internal transfer/external hire.

Any vacancy that is filled after the start of the school year which was not posted prior to the conclusion of the internal/external hiring process, shall be posted for external hire as a one-year only position.

Consolidated or Displaced Teachers

Any teacher who is consolidated or displaced is required to apply for positions for which he or she is certified to teach. If available, a displaced or consolidated teacher must apply for a minimum of five (5) vacancies for which he or she is certified to teach.

Following consultation with the Union, certified teachers that remain displaced will be placed into an assignment by the Office of Human Resources for which they are certified no later than fifteen (15) days prior to orientation day. Displaced teacher assignments may change during the course of the school year should a vacancy (full-time or LTS) become available where a displaced teacher is fully certified to teach.

Any displaced teacher assigned to a different certification area or different school level, may request professional development on educational programs and curriculum prior to commencement of the school year or placement in the position.

Positions filled by displaced teacher assignments will be mutual consent eligible.

Appeals

An applicant may appeal the procedural basis of a hiring decision through the PTU, with a copy to the Office of Human Resources. A description of the alleged procedural flaw must be filed with the Office of Human Resources or the PTU within seventy-two (72) hours of the alleged process violation or official notification of not being selected for the position and must contain a detailed description of the circumstances under which the alleged procedural violation occurred, a description of what would have been done differently had procedure been followed, a description of how the candidate making the appeal was harmed, and what specific remedy is being sought. The district and the union shall have access in advance to all pertinent information relating to the appeal.

Within forty-eight (48) hours of the complaint being received by the PTU and Human Resources, the PTU shall file, on behalf of the teacher, a copy of the complaint with a two-member Appeals Committee (one member selected by the district and one member selected by the union). Within two (2) business days of receipt of the complaint, the Appeals Committee shall render its decision and such decision shall be binding and not subject to further appeal. If the Appeals Committee cannot reach an agreed upon decision on the validity of the teacher's claim (procedural flaw) within two (2) business days of receipt of the complaint, the Superintendent shall render a decision and such decision shall be binding and not subject to further appeal or review. In no event will an actual teacher placement be altered unless the Appeals Committee or Superintendent finds that the process was seriously flawed and warrants such action. Objections related to the CBH, Transfer and Assignment process shall be addressed using the procedure outlined herein.

Objections alleging discrimination based on race, age, gender, sexual orientation, gender identity or expression, national origin, color, disability, or veteran status, or which challenge the fundamental integrity of the CBH, Transfer and Assignment process, such as allegations of nepotism, favoritism or fraud, may be filed under Article 15, Grievance Procedure of the Collective Bargaining Agreement.

Committee notes and recommendations shall be made available to the PTU, on a confidential basis, in the event of an appeal pursuant to the Appeals process to the Joint CBH Committee.

Layoffs and Non-Renewal

In the event layoffs are necessary, tenured teachers shall be notified no later than April 9, 2021 and non-tenured teachers shall be notified of non-renewal no later than June 1, 2021

Except that, any emergency or expert residency certified teacher who fails to demonstrate to the Office of Human Resources that he/she will be eligible to obtain either full certification or renewal of his/her emergency certification prior to the commencement of the subsequent school year, may be subject to layoff no later than June 1, 2021.