



Your People Are Your Legacy

Intentionally Crafting School Culture Through Hiring Practices

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Who's Here?

Takeaways from Today

1. Every aspect of hiring is an opportunity to communicate your school's culture and values.
2. Improving your diversity pipeline is insufficient - schools must overhaul the process itself in order to become more equitable institutions.
3. Your hiring process can be a point of distinction and competitive advantage.

Turn & Talk

When hiring, what aspects of your culture do you want to:

- Preserve?
- Strengthen?
- Shift Toward?

St. Luke's School - Our Short List

Growth Orientation

Collaborative Innovation

Cultural Competency

2-Minute Exercise: A New Hire

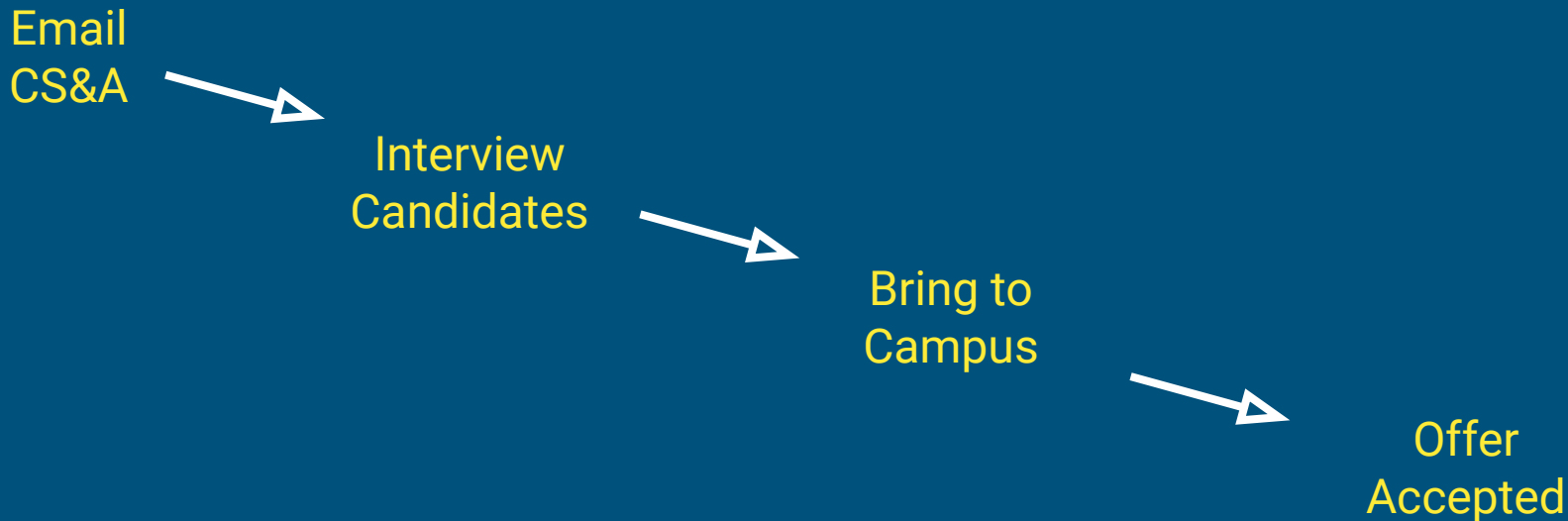
Start  Finish

Turn & Talk

Share & Compare

A Common Story?

What parts of this story look like yours?



Your People Are Your (Culture) Legacy

The St. Luke's Hiring Guide Table of Contents:

Managing the Process

Defining the Role

Building the Applicant Pool

Screening & Interviewing

Evaluating On-Campus Finalists

Closing the Hire

Cleanup & Preparation

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Selling the Opportunity

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2016-17 Job Opening: Upper School Science Teacher

Primary Job Responsibilities:

- Teach full-time course load of four or five Upper School science classes
- Participate in an after-school activity for three seasons (athletic coaching preferred)
- Serve as co-Advisor for a group of 6 to 8 students
- Assist with supervisory duties such as lunchroom supervision and chaperoning events

Key Skills and Qualities:

- Inspiring, collaborative teacher
- Excellent oral and written communication skills
- Experience teaching advanced level and/or AP preferred
- Experience using technology creatively and working in a 1:1 teaching environment
- Passion for innovation and creative problem solving
- Interest in and enthusiasm for global education, multicultural education and service learning

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ST Luke's
SCHOOL

ENTER TO LEARN,
GO FORTH TO SERVE

2019-20 Job Opening: Upper School Biology Teacher

St. Luke's School, a secular, college-preparatory day school serving grades 5 through 12 in New Canaan, Connecticut, seeks a full-time teacher, primarily in the discipline of biology, to join our Science Department. A successful candidate will join a team of passionate teachers who bring science to life for students. In 2014, we opened a brand new science wing, including Harkness tables in each classroom along with ample laboratory bench areas and state-of-the-art technologies. Our Science Department faculty are enthusiastic people who love teaching and learning, with two teachers each in the following disciplines: biology, chemistry, and physics. We hold advanced degrees but wear our intellectualism lightly. We pride ourselves on professionalism, collegiality, and the supportive, innovative environment that is conducive to exceptional teacher development. Our Upper School Science curriculum includes multiple advanced courses, as well as a capstone senior research project for our STEM Scholars.

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*“In 2014, we opened a **brand new science wing**, including **Harkness tables in each classroom** along with ample laboratory bench areas and state-of-the-art technologies. Our Science Department faculty are **enthusiastic** people who love teaching and learning - we hold advanced degrees but **wear our intellectualism lightly**. We pride ourselves on professionalism, collegiality, and the supportive, innovative environment that is conducive to **exceptional teacher development**.”*

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Discipline-Specific Sources

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NCTM, NCTE...

NSBE, SACNAS...

Ithaca, NYU, WestConn...

ATLIS, NYCIST...

NBOA, EMA, CASE...?

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Tell me about a time you received critical feedback. What was the feedback, and what did you do with it?

Tell me about a change you helped implement in your school, and the steps you took to make it successful.

Tell me about a time you observed a form of inequity in your school environment. What steps did you take to address it?

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What to Expect on your Finalist Visit

We're excited to host you for a finalist visit at St. Luke's School!

The finalist visit is a mix of casual conversations, formal interviews, and evaluative tasks. We want your day to be as comfortable as possible and for you to feel like you've presented yourself well, so we created this guide to explain what to expect and how to prepare.

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Performance Tasks

Closing the Hire

Cleanup & Preparation

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Can you evaluate a candidate's actual rather than hypothetical performance?

- Writing Feedback
- Lunch Duty
- Technology Project Plan

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Recording Feedback


Closing the Hire

Cleanup & Preparation

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“What evidence did the candidate present that they would be a collaborative, flexible, and engaging colleague to work with?”

Overall rating Required



Positive

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Pipeline Management

Where does your process reflect your values?



Where does your process reflect your values?

Hi Erin,

We like two good options for local accommodations:

the "country" option: [The Roger Sherman Inn in New Canaan](#), about 10 minutes from St. Luke's -- quaint, old-fashioned, not many amenities

Or

the "city" option: [The Courtyard Marriott in Stamford](#), about 25 minutes from St. Luke's -- very modern, amenities

Turn & Talk:

Review the Steps of your Hiring Process

Pick one step where you know it transmits & reinforces your values and culture. Discuss how.

Pick one step where you are not sure, or doubt if it transmits or reinforces your values and culture.

Video



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Thank you!

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