



THE SCHOOL DISTRICT OF  
PHILADELPHIA

# The World of Site Selection



# Your Recruitment Team



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# Your Recruitment Team



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## Agenda

- I. What is Site Selection?
- II. School Application Process
  - I. What to Expect in Site Selection Interviews
  - II. Offer Process & Onboarding
- III. Q & A

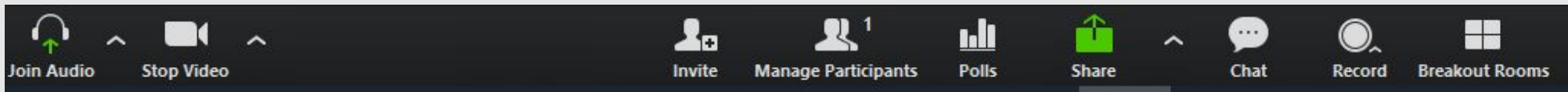




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## Zoom Features

- **Chat Box**
  - Use the chat box to tell us your first name and the city, state and/or country you are listening from
- **Video** (not for this call)
- **Share your Screen**
- **Record**



Graduation rates have increased  
for the third year in a row\*

*\*Graduation rates based on 2017-2018 data*

**79%**

District Schools

**69%**

District & Alternative Schools

**202,767**

Total Student Enrollment

124,184 District Operated

75,376 Charter Enrolled\*

3,207 Alternative Education

*\*includes Cyber Charters*

**342**

Total Number of Schools

215 District Operated

101 Charter Operated\*

26 Alternative Education

*\*includes Cyber Charters*

## Student Diversity

Black/ African-American 52%

Hispanic/ Latino 21%

White 14%

Asian 7%

Multiracial/ Other 6%

## School Funding

Local \$1.36B | State \$1.57B | Federal \$17M

**166**

Languages Spoken by  
students/family

**6,700+**

Students now enrolled in  
Advanced Placement

**35**

Advanced Placement courses  
are available across our  
schools

**40**

Career and Technical  
Education Programs

**8**

International Baccalaureate  
Programs



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## What is Site Selection?

- Site Selection is the process where Teachers and Counselors to apply to open positions via the district's intranet portal, interview, and receive offers.
- Both internally transferring employees and external applicants (you!) participate in Site Selection.
- External applicants must ***pass the application process*** before they can participate in Site Selection.





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## School Application Process

**March 31st:** You'll get a comprehensive email communication on how to apply.

**April 1 at 9am:** Online Job Board goes live with 20-21 Teacher and Counselor openings

**April 1 at 12pm:** SDP's intranet portal (called the Site Selection Portal) opens for applications

**April 1-on:** You submit a general resume and cover letter to individual openings in the Site Selection Portal.







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## Online Job Board

<https://jobs.philasd.org/online-job-board/>

Show  entries

School	ULCS Code	Grade Level	Priority	Title	Primary Subject
				Principal	
				Asst Principal	
					Sp Ed 7-12
Bartram	1010	9-12	High Needs	Asst Principal	Secondary Principal
Bartram	1010	9-12	High Needs	Teacher, Full Time	Chemistry 7-12
Sayre	1100	9-12	High Needs	Special Education Assistant	
Sayre	1100	9-12	High Needs	Special Education Assistant	
Sayre	1100	9-12	High Needs	Food Svcs Worker li	





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## Site Selection Portal

Please Log In Using Your SSN and Last Name.

SSN

Last Name

Submit

If you are currently a School District Employee please log in using the [Employee Portal](#).

For additional information on Site Selection for external candidates, please refer to the [Site Selection Overview webpage](#).

*Save these!*

*Site Selection Portal:*

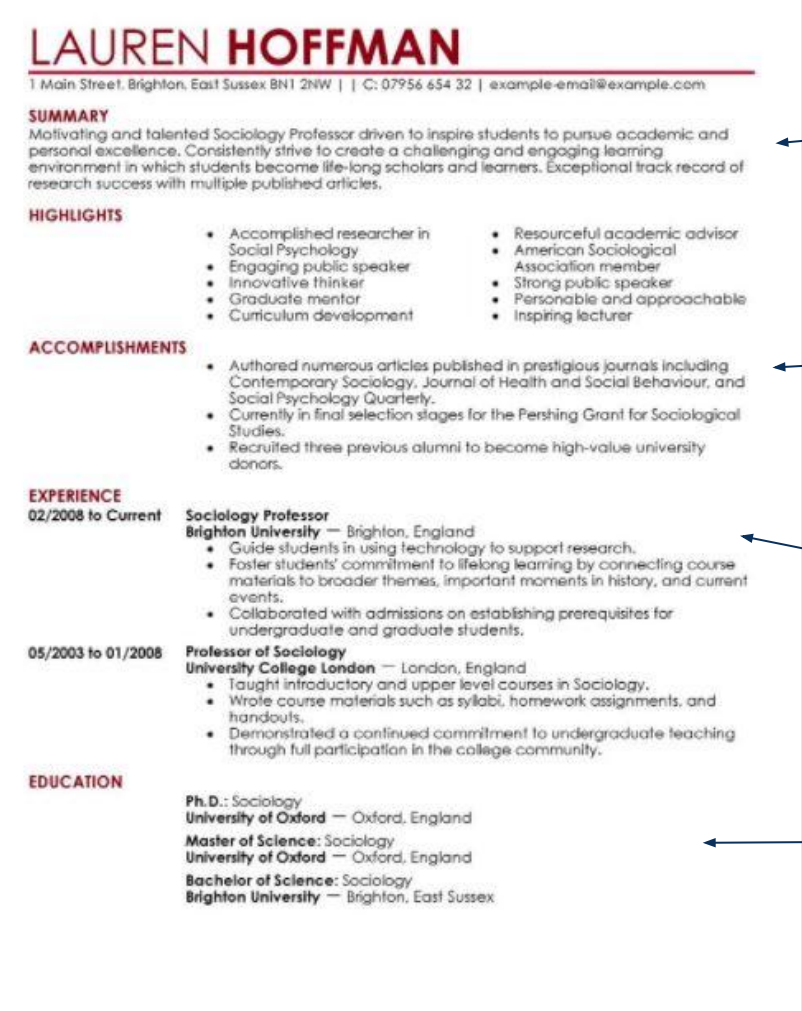
<https://bit.ly/siteselectionportal>

*Instructions Guide:*

<http://bit.ly/SSPortalInstructions>



# Tip #1: Create a Great Resume



Summarize your experience and goals in 1-2 sentences

Accomplishments in previous roles

Experience clearly defined- use action verbs and tell us what we don't already know!

Clearly indicate your Certification & Education

**Remember:** Your resume is submitted directly to principals through the site selection portal. Make a positive impact and leave a strong impression!

# Tip #2: Include a Cover Letter

## ■ Go beyond your resume

- What approach did you take to tackling one of the responsibilities you've mentioned on your resume?
- What details would you include if you were telling someone a (very short!) story about how you accomplished that bullet point?
- What about your personality, passion, or work ethic made you especially good at getting the job done?

## ■ Showcase your skills

- What would your current colleagues say about you?

## ■ Throw in numbers to show your results

## ■ Address it to the “Site Selection Committee”



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## Tip #3- School Applications

- Cast your net far and wide - apply to more than one school.
- Check the Online Job Board and Portal often- job openings will change.
- If a position disappears from your selections list, it has been filled- do not lose hope!
- Reach out to the school directly with a personalized cover letter. Use our [Schools Map](#) to help!





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## Certifications

- We recognize not everyone is certified and you may have unanswered questions about COVID-19's impact on your certification process.
- You can and should still engage in our hiring process- we will work with you.
- If you aren't already certified, you should still apply to jobs- your certification areas should be areas that you are anticipating pursuing certification.





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## What to Expect: Interviews

1. All interviews will occur via Zoom platform
  - a. If possible, dress professionally and be in a quiet place.
  - b. Ensure your microphone and video are on.
  - c. Check out more tips:  
<https://online.hbs.edu/blog/post/virtual-interview-tips>
  
2. Schools may request a virtual demonstration lesson:
  - a. Submit a video of your previous experience, OR
  - b. Demo lesson via Zoom, OR
  - c. Performance task to assess lesson planning, classroom management ability.



# Tip #4: Prepare for your Interviews!

## Know Yourself

- Why did you get into teaching?
- What value do you bring to this team?
- How will these skills impact your students? Your team? The school community?
- What experiences do you have that prepared you for the challenge of the classroom? In Philadelphia?
- What have you accomplished in previous roles?


## Know Your School

- What's the district's vision, mission, or five year plan?
- What pops on the school's website?
- What can you tell about what the school community values?
- What skills can this school environment help you develop?
- Prepare questions about the school





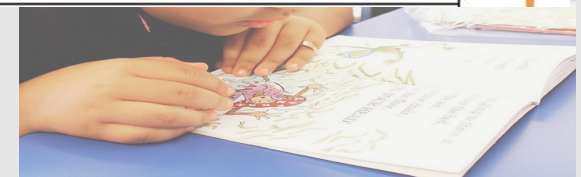
## Offer Process

1. Sign Site Selection Form which “confirms” your hire for a specific school and position 
2. Receive official offer letter within 48 hours of signing Site Selection Form
3. Sign and return offer letter to secure your offer!

### TALENT SUPPORT SERVICES 2020-2021 SITE SELECTION FORM

*This form is used to confirm an individual's placement at a given school for the 2020-2021 school year. Once a candidate and principal have signed the form, it is emailed by the Principal to Talent. An email from Talent will confirm if this Site Selection has been honored. We encourage individuals to exercise careful judgment when signing their forms as these decisions are binding. Individuals not yet working as teachers within SDP must be deemed eligible by the Talent team in order for the Site Selection to be honored. They will receive offer letters soon after their site selection forms are processed and honored. Signing the offer letter simply confirms what signing this form has indicated: that the candidate has committed to a given position within SDP for the 2020-2021 academic year. **This placement is not final until Talent Support Services confirms it via email.***

TO BE COMPLETED BY THE TEACHER/ COUNSELOR	
DISTRICT	School District of Philadelphia
FULL NAME (Last name, First name)	
EMPLOYEE ID NUMBER (Please include if you are a current or former SDP employee.)	
SITE SELECTION SCHOOL (FOR 2020-2021 ACADEMIC YEAR)	
CURRENT SCHOOL (Please include if you are a current SDP employee.)	
POSITION (Please include your position for the 2020-2021 academic year, including the content area(s), grade level(s), and/or exceptionalities served. Your area of appointment is determined by the first content listed within your position. See next page for guidance on positions, areas of appointment, and exceptionalities.)	



# Offer Letter

Salary offer on salary scale includes prior experience & education

Offer is contingent upon passing all onboarding clearances

Offer is binding; if you accept and then rescind, you cannot be rehired for two (2) years

THE SCHOOL DISTRICT OF PHILADELPHIA  
EDUCATION CENTER  
440 North Broad Street, Suite 222  
PHILADELPHIA, PENNSYLVANIA 19130

OFFICE OF TALENT  
via e-mail

TELEPHONE (215) 400-4600  
FAX (215) 400-4611

<<First Name>> <<Last Name>>  
<<Email Address>>

Dear <<First Name>>,

We are pleased to offer you a <<Primary Subject>> <<Secondary Subject>> <<Additional Position Details>> <<Title>> at <<School Name>> for the 2020-21 school year, at an annual salary of <<Salary>>\*, which is Step <<Step>> on the <<Education Level>> [salary scale](#). This is a 10-month position and is represented by the Philadelphia Federation of Teachers (PFT).

Your tentative start date is August 24, 2020. **Your actual start date will be confirmed when your processing is complete, which means that you have received your ID badge and an assignment slip confirming your start date.**

This offer of employment is contingent on satisfying the following conditions:

1. \*The salary quoted is based on the education and teaching experience you provided in your application and must be verified from your educational institution(s) and previous employer(s) before being awarded. It is your responsibility to ensure that your education and prior experience are verified in order to receive this salary. The prior experience information for you to provide to your previous employer(s) can be found at <http://bit.ly/SDPSalarySchedule>.
2. That your Criminal Record Check, Child Abuse Clearance, FBI check, Sexual Misconduct/Abuse Disclosure Release, or other post-offer reviews do not disqualify you from employment pursuant to state law, District policy, or executive directive.
3. You must have a conferred Bachelor's degree and receive the appropriate certification from the Pennsylvania Department of Education (PDE) by your start date. If you are not certified to teach in this content area in PA and require an emergency permit to fulfill this role, the permit will be issued through the District by PDE. You must pursue relevant education and/or testing to obtain appropriate certification for the position. You understand that you are only eligible to teach in the same position for more than one year if you obtain necessary educational credits and remain eligible for

Candidates are explained how to verify their experience & education for salary

Some folks may be emergency certified; we explain what this means to them

# Compensation and Benefits

- Competitive salary (up to \$91,852)

Step	Bachelor's	Master's	Master's+30
1	\$46,267	\$47,628	\$50,903
2	\$48,224	\$49,924	\$53,240
3	\$52,136	\$54,346	\$58,174
4	\$55,452	\$57,661	\$61,662
5	\$58,599	\$60,723	\$64,808

Salary scale that allows for long range career planning

Salary offer commensurate with education and experience

- Medical benefits through SDP begin October 1, 2020
- Vision, dental, pharmacy benefits through PFT Health & Welfare fund should begin on October 1, 2020
- Immediate enrollment in PSERS, Pennsylvania's State Retirement System
- Tuition discount programs to continue your education



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## Tip #5: Navigating Offers

- **What if I don't hear back from a school after an interview?** Send a follow up email.
- **What if I was Site Selected and still had interviews scheduled?** Once you sign your Site Selection Form, you will be removed from the Portal so that other schools should no longer see your candidacy. Email the school(s) where you had interviews advising them that you were hired elsewhere within the district.
- **What are the Implications of signing a Site Selection form?** This form is used to solidify placement between a school and a candidate. Signing this form means you will have a contractual commitment to the school for between 1-2 years, depending on the type of school.
- **Who is my point of contact throughout Site Selection?** Your recruiter!
- **What if I decide I am no longer interested in a position in the district?** We wish you the best! Please notify your recruiter so we can remove you from the Portal so you stop receiving contact.

# Onboarding after Hire

- **Complete Required Hiring Documents:** [bit.ly/sdphiringdocs](https://bit.ly/sdphiringdocs)
- **Complete any Certification Steps**
  - Certified in PA for role: collect certification
  - Not certified in PA for role: [bit.ly/sdpemergencypermit](https://bit.ly/sdpemergencypermit)
- **Attend a Hiring Session**

***Save the dates:***  
***August 10-14, 2020 : New Hire Orientation***  
***August 24, 2020: First Day of School for Staff***



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# Questions & Answers

Please type your questions directly into the “Q&A” chat box to ask questions you may have.

Have an individual follow up question that can't be answered here?

## **Email your recruiter:**

Art, Music Teachers, School Counselors- Sara Metzger, [smetzger@philasd.org](mailto:smetzger@philasd.org)

English, SS, Languages, ESL Teachers- Emily Weaver, [eweaver@philasd.org](mailto:eweaver@philasd.org).

Special Education Teachers- Anna Garbuz, [agarbuz@philasd.org](mailto:agarbuz@philasd.org)

Science, Math, CTE, BCIT Teachers- Barry Zucker, [bzucker@philasd.org](mailto:bzucker@philasd.org)

Elementary Teachers. Reading Spec- Chenoa Freeman, [cfreeman@philasd.org](mailto:cfreeman@philasd.org)

# Let's Get Hired!

**Wednesday, April 1st at 12pm  
Site Selection Portal Opens**

**Prep your Resume**

**Prepare for Demo Lessons**

**Check out details on our Site Selection Webpage:**

**<https://jobs.philasd.org/site-selection-homepage/>**