PEDU 628

School Personnel Administration

Administrative Portfolio #1: Obtaining Personnel

Michael Petruzzi

Longwood University

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Honor Code

“I have neither given nor received help on this work nor am I aware of any infraction of the Honor Code.” Michael Petruzzi

**Interview**

 In completing this assignment, I contacted my assistant principal to ask questions about how we, as a school, recruit, interview, and select teachers and educators who we would like to hire. I was allowed to sit in on interviews of potential candidates for the Science and Math Departments at Gar-Field. I reviewed the process for attracting candidates, reviewed the interview questions we asked candidates, and listened to the responses by the educator. The responses to the questions I asked my assistant principal were used as the basis for this paper.

**Recruiting**

 In recruiting new teachers to Gar-Field High School, we post openings on the Prince William County website and use the resources that Prince William County provides to obtain candidates for potential interviews. When we receive the applications, we review them for accuracy and qualifications for the position(s) for which we are seeking candidates. Prince William County Public Schools advertise positions on their website and sends representatives to job fairs and also reaches out to colleges for graduates to fill positional needs within the county.

**Interview Protocol and Selection**

 I was able to attend several interviews with assistant principal when we were looking to fill a mathematics teaching position. We conducted interviews both in person and over the telephone. During the sessions, we collaborated on which interview questions we were to ask the candidate. All of the teachers we interviewed were highly qualified which made the interview a very important tool in determining whether we presented an offer to them. The questions we asked were standard interview questions along with some more focused questioning as it pertains to our math department and our IB program. We took notes about how the candidates answered the questions and also discussed afterwards the positives and negatives of each candidate. We then contacted Human Resources to give them the names of the candidates, so they may present an offer of employment.

**Recruitment Improvement Report**

 In developing a recruitment improvement report, I reflected on my experiences and looked for new ways to obtain personnel and how we, as a school, could better market ourselves in this very competitive climate. When we conducted interviews, I feel we need to promote the positives of our school better. We, at Gar-Field, have a unique school environment and offer many opportunities not only to the students, but to educators as well. This sense of opportunity not only drives me in my daily work but also would encourage new teachers to strive to be better educators. Our school is one of two schools to offer IB classes and the program. This should be our attracting point as we offer more rigorous classes and give educators a chance to expand their knowledge and present the students with a more challenging and rewarding set of classes. We need to find new and creative ways to attract candidates to our school.

 Overall, I believe our school has many unique opportunities and rewards to offer new and incoming teachers and fell that we can attract highly qualifies candidates to fill our positions within the school. I feel that we conduct our interviews with our mission and vision in mind and have opportunities for improvement in the promotion of our school. In a teacher shortage in the state combined with the internal competition within our county, I feel that we need to be more creative in our recruitment of teachers and find new ways to attract great educators to teach our students the 21st Century skills they need to be successful in the future.