Lexington City Schools

Opportunity Culture Selection Process Overview

DISTRICT TALENT POOL OPENS: Applicants will submit online application with cover letter and resume, a data narrative and performance evaluations, and complete essay questions.

DISTRICT SCREENING LEVEL 1: HR will screen applications for basic job qualifications and communicate status to applicants

DISTRICT SCREENING LEVEL 2: District OC Design Team will evaluate cover application materials, evaluate essay responses using a rubric, rank candidates and invite top candidates to an in-person panel interview.

DISTRICT INTERVIEWS: District OC Interview Team will interview top candidates using a Behavioral Event Interview focusing on key competencies for success in the role.

OPEN POOL TO PRINCIPALS: District OC Design Team will do a final candidate rating and release cleared candidates to principals.

SCHOOL-LEVEL SCREENING: School selection team will review pool and screen for school-specific role requirements (content area/grade level expertise, etc. and invite top candidates for interviews.

SCHOOL LEVEL INTERVIEWS: School selection team will interview top candidates and asks candidates to complete skills demonstration excercises (demo lessons, simulated coaching conversations, etc.)

REFERENCE CHECKS: School principals and/or selection teams will contact reference for top contenders.

HIRING RECOMMENDATIONS TO HR: Principals will communicate hiring recommendations to HR. HR will clear recommendations with District Design Team and communicate back to principals.

NOTIFY CANDIDATES: School principal notifies approved candidates and HR begins paperwork.