Dear CTU Brothers & Sisters,

This Saturday, May 4 is the Open Position Interview Fair. All current teachers are able to attend and interview for open teacher positions. All current paraprofessionals are able to come and interview for open paraprofessional positions. See below for information and details for members that plan to attend to interview.

In Union,

Tracy

**OPI FAIR INFORMATION FOR INTERVIEWEES**

* An Open Position Interview Fair will be held on Saturday, May 4 at Max Hayes High School from 8:30-3:40. Doors will open at 8:00am. Full schedule times are listed at the bottom.
* All teachers and paraprofessionals are able to attend and interview at the Fair.
* Please bring copies of your Interest to Interview Form to help the Personnel Selection Committee at each school.
* Please bring water and a snack. You never know what you may sign up for. The student run concession stand is not scheduled to be open as of today.
* The OPI Fair is an opportunity for a candidate to interview at a variety of schools at one location. Not every school with openings will be able to have a Personnel Selection Committee at the Fair, however most schools will be onsite to conduct interviews.
* A list of schools that have indicated that they plan to attend the Interview Fair will be listed on the CTU website ([ctu-279.org](http://ctu-279.org)) on Friday, May 3.
* All candidates are able to sign up for and interview at as few or as many schools as they are able to. In order to be chosen/hired at a school, both the school Personnel Selection Committee and the candidate must mutually select each other.
* The Fair will start with a Meet and Greet/Networking session from 8:30-9:45.  At this time candidates will be able to meet the principal and members of the Personnel Selection Committee before signing up for an interview.  This will ensure that the candidates are signing up for interviews where there are positions that they actually can do and want to do.  For example - a candidate will know that the Cross Cat position that is open is resource, inclusion, or self-contained BEFORE signing up for the interview or that the science position is Physical Science not Biology.    Note that some schools have a number of different positions to fill (ex. 4th grade, MH, and PE) so they may want to interview a variety of candidates in all of the different areas, so they may limit the number of candidates that they interview in each certification (not all 4th grade interviews all day).  Law and the CBA gives the Personnel Selection Committee the ability to choose who will be interviewed - it is not guaranteed that it is first come first serve.
* Before leaving the OPI Fair on Saturday - candidates can fill out and turn in a Selection Form.  On that Form the candidate will list the school(s) where he/she is willing to accept a job in order of preference.  Once that form is filled out and signed - the candidate is agreeing to go to any of those schools.  If a candidate interviews at a school and does not feel that it is a good fit - he/she will not put that school on their Selection Form.  Teachers and paraprofessionals can also wait and turn in forms by noon on Tuesday.  Forms not turned in at the Fair, must be emailed to Human Resources by noon on Tuesday.
* Open Position Interview Period will continue until May 17.  School teams will be able to conduct interviews at schools for positions that remain open. Teachers and paraprofessionals can continue to interview by submitting Interest to Interview Forms to school principals and Chapter Chairs.
* Once a teacher or paraprofessional is selected at a school and accepts the position that is all of the moves that the teacher/paraprofessional can make. Once a teacher/paraprofessional agrees to a new position he/she is no longer eligible to interview or be selected at any other school during this Open Position Interview period.

**Information from Human Resources to help teachers prepare if a school is asking for a Demonstration Lesson (paraprofessionals will not be asked to do a Demo Lessons):**

Preparation for Teachers

\* At the start of the fair, there will be time for you to meet and greet with principals and Personnel Selection Teams from schools with open teaching positions. During the meet and greet time, principals and their teams will sign-up candidates for interview slots during the day.

\* Interviews will be rigorous. You may be asked questions about your teaching experience, your content knowledge, how you plan differentiated lessons for students, and how you know your students have learned. You may also be asked to present a short demonstration lesson.

\* For your demo lesson, please prepare a ten minute mini-lesson for the grade and subject area you are applying to teach. Though not required, you may wish to bring a copy of your lesson plan with you to share with the Personnel Selection Teams.

Tips for a successful demo lesson:

1. Prepare and practice in advance.

2. Be aware of the limitations of time (10 minutes), and do not assume access to any specific technology or other classroom resources. If you require materials, keep them simple and bring them with you.

3. A successful lesson will be organized around a learning objective (i.e. what students should be able to do by the end of the lesson).

4. A successful lesson will make use of age-appropriate materials and strategies to ensure that all students master the information.

5. A successful lesson will assess whether the lesson objectives have been met by all students.

6. Be prepared to potentially hear feedback on your lesson and to be asked to incorporate that feedback in a sample re-teach.

 Event Timeline:

· 8:00 am: Doors open (Candidates will be escorted to the cafeteria)

· 8:30-9:45: Meet and Greet session

· 10:00 am: Start interview period (Interviews will be conducted in individual classrooms)

· 3:40 pm:  Conclusion of interviews

· 3:40 pm: Submission of OPI selection forms to HR

· 4:00 pm: Conclusion of event (Building permit expires)