**Data Activity I -- Develop a Candidate Profile**

**Objectives:**

* Develop a candidate profile that captures the qualifications, skills, and attributes of the ideal teacher candidates for each type of vacancy that Principal Smith and her team seek to fill.
* Summarize recommendations for how a school could use the candidate profiles you developed including how to 1) ensure participation from both teachers and administrators 2) review school data and 3) seek teacher feedback.

In small groups, first discuss the qualifications, skills, and attributes of the ideal teacher candidates for at least two of the vacancies you are seeking to fill.

*Questions for consideration/discussion*:

* What are the ideal qualifications of the candidates in each of the following vacancy types? How do you define an effective teacher in each of these roles (consider some of the qualities Principal Smith’s team identified in the case study background).
* What data would you want to look at? Are there constraints about what you have access to and what you don’t?
* Are there time constraints or timing conflicts of when data is available versus when the hiring conversation might need to take place?
* What is the timing for these conversations in your district?
* How and when do school leaders know who is not returning for the following school year?
* When do school leaders know their staffing and/or budget allocation for the following school year?

Considering both the ideal data set you could obtain, as well as the practical constraints of the process, describe the top 3-5 qualities you would be seeking in a teacher candidate for Booker T. Washington in at least two of the known vacancies:

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| --- | --- |
| **Candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vacancy**1.2.3.4.5. | **Candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vacancy**1.2.3.4.5. |

Process Recommendations- Describe how a school leadership team could use the candidate profiles captured above to guide a hiring process.

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| Getting input and feedback from teachers and administrators |  |
| Summary of data/data sources to review |  |
| Additional comments/ideas |  |