

Guidelines for Interviews for Instructional Positions

Instructors presently employed at Berkeley Adult School who wish to apply for an advertised position have the following options:

1. Observation Only

If an instructor has not been officially observed during the previous year, he/she may request an observation, which would be used as all or a part of the instructor's application process. This observation would be set at the convenience of the applicant and an administrator, using the CIM document as the base observation tool. This observation will be a weighted factor in the determination of the applicant's teaching qualifications.

2. Interview Only

An applicant may request an interview which would be all or part of the instructor's application process. The interview will focus on the applicant's qualifications for the particular position being staffed. The interview panel is composed of administrator(s) and a teacher. If the position is a shared one, the partner instructor will be invited to sit on the panel.

3. Interview plus observation

An applicant may request both an interview and an observation. This will permit the interview panel to make the fullest assessment of the applicant's qualifications for the position.

Preference will be given to those who participate in both an interview and observation.