



Wesley International Academy

Human Resources Department
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STEP 1

Submission of Qualifying Documents

Each of the following must be submitted online through the Careers Page located on the Wesley International Academy website. No consideration will be given to candidates until STEP 1 has been completed.

- Application for Employment
- Resume and Cover Letter
- 3 Professional References (Name, phone number, email address, and professional affiliation)
- General Questionnaire
- Middle Years Programme (MYP, grades 6-8) candidates are required to complete an additional, content specific free response question.

Resume: We use the resume as an evaluative tool. It will be heavily relied upon to determine whether a candidate will elevate to the STEP 2 of our process. Resumes will be evaluated based on a candidate's previous experiences, training, and accomplishments.

Cover Letter: We require a cover letter – not only to evaluate a candidate's ability to communicate well in writing, but to also expound on their educational and professional backgrounds in a way that may not come through clearly in their resumes. It is our hope and expectation that a candidate discuss this in a very concise manner while also sharing their interest in working at WIA.

Essay (upon request): Certain candidates may be asked to submit an additional writing sample. If so, it must be prepared in standard margins, Times-New Roman, and single spaced, though there shall be two spaces between each paragraph. Essays have a 500-word limit.

In the essay, a candidate will be evaluated for their ability to organize and express thoughts on a specific topic in a succinct manner.

STEP 2

Introductory Conversation

Phone Interview: Candidates will be asked to respond to approximately 10-15 scripted questions. Responses will be scored according to a rubric.

STEP 3

Sample Lesson and Panel Interview

Sample Lesson: Once a candidate has reached STEP 3 of our selection process, he/she will be seriously considered as a potential teacher at Wesley. However, this determination hinges on two factors that we hope to examine during the delivery of their sample lesson which include 1) teaching quality and 2) thoughtful reflection.

- ***How does this work?*** Candidates will be asked to submit a lesson plan. Afterwards, a day will be scheduled for the lesson to be delivered and evaluated.

Our primary objective when observing a teacher deliver a sample lesson is to assess how well he/she can deliver the content in a clear and concise manner and whether students grasped the learning objectives of the lesson.

Follow-up conversation/interview: The follow-up conversation will occur soon after the lesson is given – immediately after if possible. The conversation will be conducted much like the post-observation conferences WIA teachers have during formal reviews throughout the school-year. From these conferences, candidates will be probed with the expectation that they reflect on the things that went well, the things that could have gone better, and how things would be done differently in the future.

We will place a significant amount of weight on a candidate’s ability to self-assess in a very thoughtful way.

Being able to recognize strengths is also important, but it will be equally important for a candidate to recognize their weaknesses and communicate how they would go about strengthening themselves.

Remember, we want people who are confident, yet modest; people who have ferocious resolve and an unwavering determination to do whatever needs to be done to ensure that their students reach their maximum potential.

STEP 4 Reference Check

Reference check: While the initial application (Step 1) will require that the candidate submit a list of 3 references, these persons will be contacted once the candidate has received an acceptable rating on each of the preceding steps. **WE WILL CHECK ALL REFERENCES.** The purpose of the reference check conversations will be to 1) verify information that has been submitted to the candidate 2) to affirm conclusions made about the candidate during the interview process 3) to discover from a third party what they believe are the candidate’s strengths and areas of growth 4) to allow for opportunities to share information about the candidate that has not yet been discovered during the interview process.

STEP 5 Offer

Offer: Once a candidate has not only been cleared for approval, a verbal offer to join the Wesley staff will be extended.