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**Five Stars Academy**

**Teacher Recruitment Strategy and Teacher Retention Info**

Five Stars Academy is committed to employing the best candidates for our students. Five Stars Academy instructors need to have all of the following qualities:

* Life-long learner
* High Expectations for students and themselves
* Flexible/Open to change
* Has a positive attitude and work ethic
* Sense of responsibility and focused
* Driven and focused on student achievement
* Team player and helpful to others
* Collaborative
* Values diversity

**ATTRACTING CANDIDATES**
**Online**Five Stars Academy has found much success with some key international teaching websites. We have been able to market the teaching opportunities to a wide pool of motivated job-seekers, displaying our school as a top option for the best teachers interested in experiencing teaching abroad.
**Ex-Pat Community**The population of families that live within 45 minutes of Five Stars Academy is very transient. While this can pose issues when determining enrollment each year, it does provide access to quite a few qualified teachers interested in volunteering or teaching full time. Oftentimes, we are able to attract highly qualified candidates who also have children attending Five Stars Academy.
**Networking**Five Stars Academy often gets interest from instructors at other schools in the city or locally.
**Previous Teachers/Referrals**
**Innovative Strategies**
Five Stars Academy has developed innovative ways to attract new educators.
\* Housing: We provide housing for ex-pat teachers in order to relieve the stress of relocating.
\* Internet: High-speed internet included in housing.
\* Electricity: We pay for all utilities associated with housing.
\*Transportation: We reimburse for travel and transportation.
\* Community Service: Fantastic opportunities to support and volunteer with the local communities in need.
\* Appeal of living in Panama

**RECRUITMENT DATES**

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| **DATE/MONTH**  | **RECRUITMENT/HIRING ACTIVITY**  |
| November  | Identify open positions for the following school year.Revise and publish recruitment brochures, fliers.Identify avenues for recruitment. Prepare advertisement for upcoming year.  |
| page6image2899676064December  | Begin online advertising.  |
| Januarypage6image2899683408 | Continue recruitment.Narrow down first wave of applicants.Begin interview process. |
| February | Continue interview process.Begin reference and background checks.Continue recruitment. Initial offers sent out. |
| March  | Complete Staffing offers and finalize contracts. Complete hiring process. |
| August  | Welcome staff.Begin training. |

**HIRING PROCESS
Step 1:**
\* Identifies position to be filled
\* Reviews/edits job description
\* Verifies financial viability
\* Reviews current staff to determine if internal transfer could fill vacant position.
\* If vacancy is new position, further discussion with team.

**Step 2:**
\* Post vacant position to a variety of online and print publications.
\* Collect applications for vacant positions.

**Step 3:**
\* Verify applicant’s application credentials.
\* Share key resumes with school leaders. **Step 4:**\* Initial candidate interviews by Skype. **Step 5:**\* Secondary candidate interviews by Skype. **Step 6:**\* Reference and background checks.

**Step 7:**
\* Recommendation to hire.
\* If team doesn’t agree, return to Step 3 to review other applicants.
\* If team approves, send out offer to candidate.

**Teacher Retention**

Since the 2017-18 school year, we have employed 18 full-time teachers at Five Stars Academy. The average length of stay is 3 years per teacher. We currently employ 9 full-time teachers.

Of the 9 who moved on after Five Stars Academy:

* 2 positions were eliminated (this is the reason for leaving Five Stars Academy)
* 2 contracts not renewed/personnel issues
* 3 returned to the U.S. for personal/family issues
* 1 left for maternity reasons
* 1 moved to another country to continue teaching