



**TALENT SUPPORT SERVICES
2021-2022 SITE SELECTION FORM**

*This form is used to confirm an individual's placement at a given school. Once a candidate and principal have signed the form, the principal will upload the site selection form to candidate submission in Taleo and change the status to "Site Selection Form Returned". An email from Talent will confirm if this Site Selection has been honored. We encourage individuals to exercise careful judgment when signing their forms as these decisions are binding. Individuals not yet working as teachers within SDP must be deemed eligible by the Talent team in order for the Site Selection to be honored. They will receive offer letters soon after their site selection forms are processed and honored. Signing the offer letter simply confirms what signing this form has indicated: that the candidate has committed to a given position within SDP. **This placement is not final until Talent Support Services confirms it via email.***

TO BE COMPLETED BY THE TEACHER/ COUNSELOR

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|--|--|
| FULL NAME (Last name, First name) | |
| EMPLOYEE ID NUMBER (Please include if you are a current or former SDP employee.) | |
| SITE SELECTION SCHOOL (FOR 2021-2022 ACADEMIC YEAR) | |
| CURRENT SCHOOL (Please include if you are a current SDP employee.) | |
| POSITION (Please include your position for the 2021-2022 academic year, including the content area(s), grade level(s), and/or exceptionalities served. Your area of appointment is determined by the first content listed within your position. See next page for guidance on positions, areas of appointment, and exceptionalities.) | |
| EMAIL ADDRESS | |
| PHONE NUMBER (Please include the best number where you can be reached between the hours of 7:30 AM and 5 PM.) | |
| PPID NUMBER | |

I understand that in signing this form, I am withdrawing my application for consideration for any other position for the 2021-2022 school year. I also understand that, if I have chosen a position for which I am not yet certified, I will need to work with the Office of Certification to coordinate my next steps. [Note: This does not apply to offers you may receive for principal, assistant, principal, consulting teacher, or academic coach.]

TEACHER/ COUNSELOR Signature

Date

TO BE COMPLETED BY THE PRINCIPAL OF THE SITE SELECTION SCHOOL

- **I acknowledge that my site selection committee was invited to participate in the interview for the individual identified above.**
- **I understand that this individual will be an appointed employee at the school identified above.**
- **I acknowledge that this individual has been hired to teach in the area of appointment identified above.**
- **I understand that this individual will not be on special assignment if hired before seniority movement. I understand that this individual will be on special assignment if hired after seniority movement.**

PRINCIPAL Signature

Date



THE SCHOOL DISTRICT OF PHILADELPHIA

Position Guidance

Positions are determined by the school's budget.

- If the position is listed on a budget as "English/Social Studies", it would be reflected that way in our Applicant Tracking Systems. The area of appointment will be "English."
- For special education positions, please include the exceptionality in parentheses. Examples: Special Education (Learning Support)/Math; Special Education (Emotional Support).

Areas of Appointment

Following is a list of possible areas of appointment for teachers.

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|--|--------------------------------------|-------------------------------------|
| Agriculture | Language: Latin | CTE: Voc Comp Servicing Tech |
| Art | Language: Spanish | CTE: Voc Computer Technology |
| Biology | Library Science | CTE: Voc Cosmetology |
| Business, Computers, and Information Technology (BCIT) | Marketing | CTE: Voc Dance |
| Chemistry | Mathematics | CTE: Voc Dental Assistant |
| Counselor, Elementary, Behavioral | Music (Instrumental) | CTE: Voc Digital Tech |
| Counselor, Secondary, Behavioral | Music (Vocal) | CTE: Voc Drafting |
| Counselor, Elementary, Guidance | Physics | CTE: Voc Electrical Occ |
| Counselor, Secondary, Guidance | Reading Specialist | CTE: Voc Electronics Tech |
| Dance | Social Studies | CTE: Voc Engineering Rel Tech |
| English | Special Education | CTE: Voc Family Consumer Science |
| Elementary | Visually Impaired | CTE: Voc Graphic Occupations |
| English to Speakers of Other Languages (ESOL) | CTE: Voc Architectural Design | CTE: Voc Health Assistant |
| General Science | CTE: Voc Audio/Visual Communication | CTE: Voc Health Related Technology |
| Health | CTE: Voc Auto Body & Fender | CTE: Voc Horticulture/Floriculture |
| Health | CTE: Voc Automotive Technician | CTE: Voc Machine Shop |
| Health and Physical Education | CTE: Voc Barbering | CTE: Voc Medical Records Technology |
| Hearing Impaired | CTE: Voc Biological Tech | CTE: Voc Metalwork Occupations |
| Language: Arabic | CTE: Voc Build Trades Maintenance | CTE: Voc Network Systems Tech |
| Language: Chinese | CTE: Voc Building Construction Trade | CTE: Voc Plumbing |
| Language: French | CTE: Voc Carpentry | CTE: Voc Quantity Foods |
| Language: Italian | CTE: Voc Child Care Services | CTE: Voc Warehousing |
| | CTE: Voc Commercial Art | CTE: Voc Welding |

Exceptionalities

Following is a list of possible exceptionalities for special education teachers.

| | | |
|------------------------|---------------------------|-----------------------------------|
| AS (Autism Support) | LS (Learning Support) | MDS (Multiple Disability Support) |
| ES (Emotional Support) | LSS (Life Skills Support) | MHS (Multi Handicapped Support) |

Context on Site Selection, from the SDP/ PFT Collective Bargaining Agreement: "All teacher vacancies shall be designated as site selected vacancies. A Staff Selection Committee convened by the School Council at each school (or in the absence of a School Council, by the Principal and Building Committee) will interview and select all teachers for assignment to the school to fill existing vacancies. In the case of new hires, such candidates shall have been deemed qualified by the Office of Talent. (1) The Principal, in consultation with the Staff Selection Committee, shall establish appropriate, objective criteria and procedures to identify candidates for filling vacancies. (2) The Staff Selection Committee will follow the established procedures to screen candidates. The Principal and the Staff Selection Committee will reach consensus on the most qualified candidate for each available position. In the event that the Committee fails to reach consensus, the Principal shall make the selection from among the three (3) most qualified applicants as ranked by the Committee. (d) The Staff Selection Committee shall be comprised of five (5) members in elementary and middle schools and six (6) members in high schools. The school Principal shall serve on the Committee. Three (3) members of each Staff Selection Committee shall be teachers selected by the School Council, or in the absence of a School Council, by the Building Committee and the Principal, from among teachers at the school. A parent of a child in the school shall serve on the Staff Selection Committee and shall be selected by the school's Home & School Association, or, in the absence of a school's Home & School Association, by the Building Committee and the Principal. In the case of high schools, the school Principal shall select an Assistant Principal of the school or a student of the school to serve on the Staff Selection Committee." (pg.67)