



# THE SCHOOL DISTRICT OF PHILADELPHIA

## TALENT SUPPORT SERVICES 2024-2025 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 submit the site selection form to [2024-2025 Teacher Site Selection Request](#). 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 Management confirms it via email.**

### TO BE COMPLETED BY THE TEACHER/ COUNSELOR

<b>FULL NAME</b> (Last name, First name)	
<b>EMPLOYEE ID NUMBER</b> (Please include if you are a current or former SDP employee.)	
<b>SITE SELECTION SCHOOL</b> (FOR 2024-2025 ACADEMIC YEAR)	
<b>CURRENT SCHOOL</b> (Please include if you are a current SDP employee.)	
<b>POSITION</b> (Please include your position for the 2024-2025 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. If you are in on considering a T4 position, like a dean, that position should not be listed on this site selection form.)	If this position is for a fixed period of time due to a leave or sabbatical, please indicate that in the position title. If an individual is being hired into a leave/ sabbatical position, they do not have rights to positions within the school and will be moved upon the return of the staff member for whom they are covering.
<b>EMAIL ADDRESS</b>	
<b>PHONE NUMBER</b> (Please include the best number where you can be reached between the hours of 7:30 AM and 5 PM.)	
<b>PPID NUMBER</b>	

**Remaining Transfers:** (Please check all that apply.) If you have a pending transfer on file and there is a vacancy that arises that you have rights to, you will be moved to that position unless you rescind your pending transfer.

- ☐ I wish to rescind my voluntary requests.
- ☐ I wish to rescind my right to return.
- ☐ I wish to rescind my retention request.
- ☐ I wish to rescind my immediate right to return.

I understand that in signing this form, I am withdrawing my application for consideration for any other site-selection position for the 2024-2025 school year. I understand I am still eligible to receive offers for principal, assistant principal, consulting teacher, or any other position at SDP that is not site-selectable. 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.

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 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 July 1, 2024, unless the position indicates that they are being site selected to cover for a leave or sabbatical.
- I understand that this individual will be on special assignment if hired on or after July 1, 2024.

PRINCIPAL Signature

Date



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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.

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.69)