



HR News

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Verifications of Employment now handled by Employers Unity

We are pleased to announce that effective March 1, 2016, we are using Employers Unity, LLC to fulfill requests for your income and employment information. Use Employers Unity, LLC to provide proof of your employment and/or income when securing financing, leasing an apartment, providing information to government agencies, etc. instead of coordinating this request with Human Resources.

Employers Unity, LLC will help you provide your information faster and give you more control over who has access. You can access Employers Unity, LLC online at anytime at www.employersunity.com. You are not charged for this service and can receive one free personal report annually.

Process Verifier should follow:

From your Internet browser, go to verify.employersunity.com

2. Click on Verifier, Government Verifier or Employees. Please note, in order for an employee to receive their free report, they must Click on Employees during the registration process.

Only businesses that have received your authorization and completed a process that confirms they are a legitimate business and have a valid reason as defined by the Fair Credit Reporting Act can view employment and income information through Employers Unity, LLC.

For help using Employers Unity, LLC

Go to verify.employersunity.com and click support.

Principal and Assistant Principal Hiring Process

Aurora Public Schools Principal and Assistant Principal Selection Process 2016

In January, the posting for the general principal pool was advertised on the APS web site as well as on relevant state and national web sites. The posting for the general assistant principal pool will be advertised in February.

Candidates interested in principal and/or assistant principal positions in APS must first apply to the APS principal and assistant principal pool. The APS principal and assistant principal hiring process consists of multiple phases.

In most cases, current APS principals or assistant principals interested in a lateral move need to complete an online application and participate in all phases of the pool selection process.

Applications to the APS principal and assistant principal pool will be accepted and screened on an ongoing basis through the spring of 2016. Candidates will be notified of their status at the completion of each phase. **If an applicant is not accepted into the pool, they are ineligible for reconsideration until the next hiring season.**

PHASE 1 – APPLICATION SCREENING

Candidates will be expected to submit a complete online application which includes providing a written response to interview questions.

Initial screenings will be conducted by teams consisting of APS principals and administrators from the Divisions of Equity in Learning and Human Resources.

Candidates who are selected will move forward to Phase 2 in the Pool Process.

PHASE 2 – PHONE INTERVIEW

Candidates in Phase 2 will participate in a brief phone interview. Successful candidates from Phase 2 will move forward to Phase 3 in the selection process.

PHASE 3 – PERFORMANCE ASSESSMENT

In Phase 3, candidates will participate in a performance assessment, consisting of up to three leadership scenarios, tasks and/or interview questions.

P-20 LC Directors will engage current and former supervisors as references. Other reference activities may include phone calls to candidates' colleagues, professional organizations contacts, subordinates and community members.

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WHEN A SCHOOL VACANCY OPENS

Specific assistant principal and principal vacancies will be posted on the district website.

All pool candidates will be considered for each appropriate vacancy. Candidates may express an interest in a specific vacancy by sending a letter of interest to the Office of Licensed Employment in Human Resources.

Note: The following applies to principal vacancies. The process for assistant principals is similar, but facilitated by the principal and P-20 Learning Community Director. The principal and the P-20 Learning Community Director determine the selected candidate.

PHASE 4 – ADVISORY COMMITTEE FOR PRINCIPAL SELECTION PROCESS

The P-20 Learning Community Director will communicate to the school staff and community that the Principal Selection Process will be engaged and facilitate a staff meeting as well as a Community/PTO meeting. These meetings will identify Quality Standard-based attributes that are priorities for the staff and community as well as to select members for the Advisory Committee. The Advisory Committee will be comprised of:

- Facilitator, P20 Learning Community Director
- Human Resources Director
- Two licensed staff members
- One classified staff member
- Two parents who currently have students at the school and are not staff
- 1-2 students may be committee members at the high school level

The P-20 Learning Community Director will select up to 6 candidates from the pool for a school based interview.

The candidate will participate in a school based interview with the Advisory Committee. The Advisory Committee will recommend 2 - 3 finalists to the P-20 Learning Community Director.

PHASE 5 – FINALIST ACTIVITIES

Finalist candidates will participate in a Learning Walk at a similar school facilitated by the P-20 Learning Community Director, one other Equity in Learning Director and one principal at same level.

Finalist candidates will also participate in a Community Forum facilitated by the P-20 LC Director and HR Director, responding to Quality Standards-based questions.

P-20 Learning Community Directors may conduct site visits as part of the reference check process.

PHASE 6 – SUPERINTENDENT INTERVIEW

The Superintendent and Chief Academic Officer will interview the recommended finalist candidates and make the final selection.

Source4Women Seminar

Seminars



Source4Women® offers online seminars covering health topics that may be important to you and your family, at no additional cost to you.

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Nutrition 101

Kathleen Zelman, MPH, RD

March 8, 2016

12:30 p.m. ET, 11:30 a.m. CT, 10:30 a.m. MT, 9:30 a.m. PT

Mastering the basics of a healthy diet – Fad diets, diet pills, foods to avoid – there are a lot of nutrition tips, making it hard to remember the basics of good nutrition and a healthy diet. Nutrition is a science and it is always changing but mastering the basics is what may be most important to good health. This seminar will highlight all the essential nutrient components of a healthy diet including calories and how to figure out how many you need. We will delve into everything you always wanted to know about vitamins, minerals, protein, fiber, fats, cholesterol, Omega-3 fatty acids, sugars, whole grains, carbohydrates and more.



To register for an upcoming Source4Women online seminar, visit Source4Women.com and click on "Online Seminars & Events." All seminars are recorded and archived for viewing after the live seminar date.



Kathleen Zelman, MPH, RD

Kathleen Zelman is a nationally known nutrition correspondent, editor and contributing writer of diet and nutrition articles. She currently serves as director-at-large on the American Dietetic Association (ADA) Board of Directors, and received the prestigious ADA "Media Excellence Award" for her contribution and commitment to educating consumers about food and nutrition issues through the media.



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