



APPLICATION PROCESS AND TIPS FOR SCHOOL LEADERS

Thank you for your interest in Rocketship! We are committed to closing the achievement gap in our lifetimes, and we need talented school leaders like you to help us accomplish this mission! Below, you will find an overview of our application process and tips to help you through each stage. If at any time you have questions or concerns feel free to reach out to our Recruitment Team at recruitment@rsed.org.

PROCESS OVERVIEW



APPLICATION



Apply online by clicking on the “[Click here to apply](#)” button on the [Jobs](#) page at www.rsed.org. You will get a chance to read all job descriptions there and submit applications to any positions.

You will need to submit a resume and answer informational and short essay questions. You will NOT be able to save an application as you go along. It is important to note that the portal will time-out after 60 minutes, so have your resume, and contact information ready, and prepare your answers to the following short essay questions in advance:

- 1) *Why do you want to become a Rocketship Principal/Assistant Principal? (300 word limit)*
- 2) *Please describe one instance when you lead a team to successfully achieving a defined goal. Please specify the goal that was set and the specific strategies you used along the way to achieve your goal. Did you encounter any challenges within your team, if so, how did you handle it and what would you have done differently? (300 word limit)*
- 3) *For external candidates only: As a classroom teacher, what were your strongest results and how did you get them? *If you have been a school leader, what were the strongest results you were able to achieve and what was your role? Please provide data or evidence to support your answer. (300 word limit)*

You can re-enter the application portal with your original username (your email address) and password by clicking on “update profile.” Once you are logged in again, you can upload a cover letter, apply to other jobs, edit contact information, and upload more documents, but you cannot update the answers to your application questions.

You will get a confirmation email letting you know that we’ve received your application. If any information is missing or incomplete, we will reach out to you via email to request it. If you DO NOT hear from us within 2 weeks of submitting an application, you should check your SPAM folder for missed email.

See **Application Tips** below for more tips about applying with us.

PHONE INTERVIEW



The second step of the process will be a phone interview with a Rocketship Recruiter. We will ask you general interview questions to get to know you better. Feel free to ask us questions about the role and Rocketship as an organization in this stage of the interview process.

See **Interview Tips** below for more tips about interviewing with us.

SAMPLE LESSON VIDEO and VIDEO DEBRIEF



The third part of the process is to submit a 15-30 minute video of your best teaching and the lesson plan for the video. This may take a while to coordinate and prepare depending on your position or the school you currently work in, so we suggest you plan ahead in the process and try to do this as soon as possible.

To submit, simply load the video to www.beasmartercookie.com. Share it with recruitment@rsed.org, upload your lesson plan, and note any reflections you have on the lesson. The video will NOT be shared externally. If you already have a video of you teaching that is less than a year old, feel free to submit it! If you are making a new video, you can simply leave a flip-cam, iphone, or ipad on in the back of the class. If you do not have access to a classroom to complete this step in the process, talk to your recruiter.

In addition to submitting a video of you teaching, we will also ask you to watch a video of one of our teachers. We will provide you with a link to the video, and schedule a time to debrief the video with you. Be prepared to talk about what coaching strategies you would use with this teacher, and reflect on the teaching you saw in the video.

See **Sample Lesson Video and Video Debrief Tips** below for more tips about submitting a video lesson.

DATA SAMPLE

All candidates who advance to the next stage will need to submit a sample of data from their classroom or school with a written reflection.

IN-PERSON INTERVIEW



The last stage of our application process is the in-person interview. Before you attend an in-person interview we will ask you to submit copies of your unofficial transcripts, credential, and credential exams, and references so have copies on hand! The in-person interview is composed of different activities including a visit to several of our campuses, and individual and group interviews with parents, network staff, and school leaders. You can expect to talk to as many as 20 people during our interview day. If you are coming from out of town, we will reimburse a portion of your trip, but for best availability book as soon as you get your In-person Interview invitation!

See **Interview Tips** below for more tips about the in-person interview.

ADDITIONAL ROCKETSHIP APPLICATION PROCESS TIPS

APPLICATION TIPS

- **Remove any numbers and/or symbols.** If you are having trouble uploading documents, remove any numbers and/or symbols (.,/-) from the title of the attachment and try uploading again.
- **The application only allows for 5 uploads.** Please prioritize your resume, cover letter, and references (not required) in that order. We do not need copies of your credential yet - we will ask for these later.

SAMPLE LESSON VIDEO AND VIDEO DEBRIEF TIPS

- **We are looking for your instructional ability** with the students you currently serve. Try to focus the 15-30 minutes on your “best” teaching.
- **Load the video to www.beasmartercookie.com** choose to share it with us-all videos are private.
- **Still worried about permissions for students?** Put the camera in the back of the room so you only capture the backs of students’ heads and not their faces.
- **Leave the video to load overnight** if your video is taking a long time to upload.
- **Prepare notes** for your video debrief conversation.

PHONE and IN-PERSON INTERVIEW TIPS

- **Let your passion shine.** We are looking for people who are excited about our mission: to close the achievement gap within our lifetimes. Let your passion for education and our mission shine through!
- **Explore our website and videos.** Ask yourself, how do our mission and core values resonate with you?
- **Be prepared to talk about past experiences.** We are looking for people who are excited to continually improve themselves professionally, so be prepared to talk about instances where you self-reflected to make improvements to your practice.
- **Bring curiosity to the interview.** Ask us genuine questions about the work and the organization. This will help you decide if Rocketship is the organization for you, and gives us insight into your enthusiasm to work for us.
- **Be yourself!** Interviews are about finding a mutual fit, by relaxing and being yourself, we can both figure out if Rocketship is the best place for you to be successful!