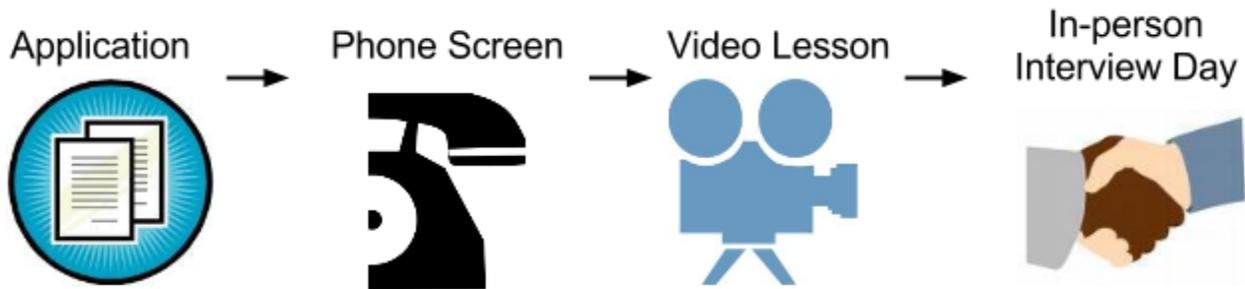


Rocketship Application Process and Tips for Teachers and School Leaders

Welcome to Rocketship's application process. We are committed to closing the achievement gap in our lifetimes, and we need talented teachers and 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 Rocketship's Recruitment team at recruitment@rsed.org.

Process Overview



Application



Apply online by clicking on the “[click here to apply](#)” button on the [join our team](#) 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 additional questions. You will not be able to save an application as you go along, but you will be able to re-enter the application portal with a username (your email address) and password (whatever you enter as a password when originally logging in) in order to apply to other jobs. It is also important to note that the portal will time-out after 30 minutes, so have all of your documents ready!

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. You will hear from us to inform you for any of the following reasons:

- We need more information on your application
- We are requesting a phone interview
- We cannot extend you a phone interview
- We do not have a current role for your preferred position and region, but we will keep your resume on hold.

If you DO NOT hear from us within 2 weeks of submitting an application, you should check your SPAM folder for missed email and subsequently email us if you've heard nothing.

See **Application Tips** under additional application process tips for more tips about applying with us.

Phone Interview



The first step of the process will be a phone interview with one of Rocketship's team members. 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** for more tips about interviewing with us.

Video Lesson



The second part of the process is to submit a 15-20 minute video of your 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 YouTube and mark it as "unlisted" which will allow only people with the link to view it. Then, you can send the video link to a Rocketship team member. 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 on in the back of the class. If you are applying to be a school leader, we will also ask you to watch a video of a teacher and provide your coaching "moves" for this teacher in another phone call with us.

See **Video Lesson Tips** under additional application process tips for more tips about submitting a video lesson.

In-person Interview



The last stage of our application process is the in-person interview day. We invite candidates to see our schools in action, and meet some of our parents, national staff, regional staff, school leaders, and other teachers. The in-person interview day is a day-long group interview that is composed of different activities including individual interviews, group interviews, and a visit to one of our campuses. 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 day invitation!

See **Interview Tips** under additional application process tips 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.

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.** 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!

Resume Tips

- **Analyze the Job Description:** Read job descriptions thoroughly and if relevant, focus your experiences on skills and achievements that are desirable for that particular position.
- **Write Descriptive Phrases:** Write concise phrases to describe experiences that demonstrate your relevant skills. The accomplishments on your resume should ultimately be targeted to address an Rocketship's needs as an organization specifically in the position you are applying for. Do your best to place them in order of relevance with the most relevant information as close as possible to the top.
- **Keep your resume concise:** Resume should be no more than one double-sided page, or two single sided pages. See the bullet above on tips to keep it short with the most relevant experiences upfront.

Video Lesson Tips

- **We are looking for your instructional ability** with the students you currently serve. Try to focus the 15-20 minutes on your "best" teaching.
- **Load the video to YouTube and mark it as "unlisted"** which will allow only people with the link to view it. Then, you can send the video link to a Rocketship team member. Please do not mark it "private" as other people in Rocketship such as school leaders may need to view the video. This way, we can share the link within Rocketship as necessary.
- **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.
- **Submit your video in two parts** if it goes beyond the time YouTube allows.
- **Leave the video to load overnight** if your video is taking a long time to upload.