



# Alumni Teach Project Resident Application Process

Thank you for your interest in applying to become a Resident Teacher in the Alumni Teach Project. The following document will provide you with information about how to apply to the program.

**Minimum Applicant Requirements:**

- Applicants must be on track to completing or have completed a bachelor's degree by June 2019
- Applicants must have maintained a GPA of 3.0 or higher on the last 60 semester of 90 quarter units earned\* (\*Individuals with a GPA below 3.0 may apply, but must include a one-page explanation of the circumstances that contributed to a lower GPA in order to be considered.) See below.
- Applicants must take and pass all three sections of the CBEST (math, reading, and writing). See below.

**Application Deadlines for Cohort 7: 2019-2020**

**Priority Round Deadline:** Application and documents below are due **FRIDAY, 12/14/18.**

**Second Round Deadline:** Application and documents below are due **MONDAY, 2/4/19.**

**NOTE:** If you are selected into the Alumni Teach Project, you will be using several of the same application documents to apply to Loyola Marymount University. We will be holding a separate LMU application meeting where all candidates will apply together using a streamlined process specifically designed for our program. **You do not need to apply to LMU on your own. Please wait for further instructions and keep copies of all documents that you submit into the PUC application system.**

Application Checklist	Done?
<p>1. Complete PUC application on the iCIMS system. Create an account and complete the application here: <a href="https://careers-pucschoools.icims.com/jobs/1445/alumni-teacher-resident/job?mode=view">https://careers-pucschoools.icims.com/jobs/1445/alumni-teacher-resident/job?mode=view</a></p> <p>***You will be required to submit your Application Screening Questions online (see below)</p>	
<p>2. Write your Application Screening Questions-“Statements of Intent”</p> <p>a) There are six questions included with the application</p> <p>b) Please write 200-300 words per answer and check all language, grammar, and spelling.</p> <p>c) See questions below and construct your answers before you start the application to ensure you are taking your time to demonstrate your written proficiency. Then, you can copy and paste into the application.</p> <p><i>Question 1: What do you believe is the purpose and importance of becoming a PUC Alumni Resident Teacher?</i></p> <p><i>Question 2: What successes and obstacles have you overcome to get to this place? What resources helped you to overcome obstacles that stood in your way?</i></p> <p><i>Question 3: Teaching at PUC Schools is challenging - we have high expectations and the work is intellectually, emotionally and sometimes physically demanding. At times, you will feel pushed beyond your limits. Describe the time you have been most challenged and how you overcame this challenge.</i></p>	

<p><i>Question 4: Describe a situation when you had to adjust to changes over which you had no control.</i></p> <p><i>Question 5: Describe a time when you were given feedback that you did not agree with. What was the feedback and what was the outcome?</i></p> <p><i>Question 6: How has literacy (reading, writing, speaking, and listening) played a critical role in your college experience and why you think it is important for students to develop their own literacy skills?</i></p>	
<p>Once your online application has been submitted and reviewed, you will be contacted via email by Jonathan Alvarez, Human Resources Recruiter (<a href="mailto:j.alvarez@pucschools.org">j.alvarez@pucschools.org</a>), with directions for how to upload the following documents into a shared Google Drive folder.</p>	
<p><b>3. If your cumulative GPA is below a 3.0</b>, submit GPA Exceptions committee letter. Please include:</p> <ul style="list-style-type: none"> <li>• Extenuating circumstances that impacted your undergraduate studies</li> <li>• Significant life/personal circumstances you would like the Committee to be aware of</li> <li>• Professional experiences relevant to the program you are applying to</li> <li>• Your career goals and professional plans</li> <li>• Additional information you wish to include</li> </ul>	
<p>4. Submit three letters of recommendation:</p> <ol style="list-style-type: none"> <li>a) One from PUC employee</li> <li>b) One from your university</li> <li>c) One of personal choice</li> </ol> <p>***If any of your colleagues want to submit a letter confidentially, please have them email it or mail it directly to our HR team.</p> <p><b>By email:</b> Send to Jonathan Alvarez at <a href="mailto:j.alvarez@pucschools.org">j.alvarez@pucschools.org</a></p> <p><b>By mail:</b> Send to:</p> <p style="padding-left: 40px;">PUC Schools Alumni Teach Project c/o Jonathan Alvarez 1405 N. San Fernando Blvd #303 Burbank, CA 91504</p>	
<p><b>5. For current college seniors ONLY.</b> Submit a letter from your college counselor verifying you are on track for graduation with an outline of remaining requirements. Progress reports must be submitted until graduation.</p>	
<p>6. Submit all <b>unofficial</b> college transcripts (from all colleges/universities)</p> <p>***If you are selected into the program, you will need <b>3 copies of your official transcripts</b> (one for PUC and two for LMU), so you should request 3 official transcripts at the same time to be mailed to your personal residence and <b>keep all extra copies until you need them. Please wait until you are accepted to send your official transcripts to PUC or LMU.</b> Please do not send before official acceptance, as they may get opened incidentally and will no longer be official.</p>	
<p>7. Submit verification of CBEST passing scores for math, ELA, and writing .</p> <p>You DO NOT have to pass the CBEST before submitting your application and supplemental documents. However, your official acceptance will be contingent upon passing all 3 subtests by <b>May 3.</b></p>	

<p>You must wait 45 days to take the CBEST again if you do not pass so please plan ahead! <a href="#">Here</a> are some resources with information about the test and study materials for your reference.</p>	
<p>If your application materials and documents meet the program requirements, you may be invited to move on to the next step of the application process, which includes the steps below.</p>	
<p>8. Prepare a demonstration lesson using a provided lesson template and topic. Details about the lesson will be provided at least 2 days in advance via email.</p>	
<p>9. Conduct prepared demonstration lesson to a group of students at one of the PUC Schools. Scheduling of time and location of demo lesson is dependent on school and staff availability and in collaboration with the applicant.</p>	
<p>10. Participate in a panel interview with 2-3 program staff. This will take place before or after your demo lesson, depending on school and staff availability. You will be asked questions about your demo lesson, your application responses, and other background information to get a better sense of your candidacy.</p>	

All final decisions about program admittance will be communicated to the applicant in writing via email within 1-2 weeks of completing the application process.