

Hiring Checklist

This Hiring Checklist provides Pre-K Directors with general guidance for hiring Pre-K lead and assistant teachers. All Pre-K program personnel are employees of their respective Pre-K providers, not the Georgia Department of Early Care and Learning or the State of Georgia. Use of this document is optional and only intended to support the hiring practice.

- Be familiar with staffing requirements referenced in the [Pre-K Operating Guidelines](#):**
 - Sections 4 and 5: Classroom Requirements and Delivery of Services
 - Section 11: General Personnel Information
 - Sections 12 and 13: Lead and Assistant Teacher information
- Advertise the position:**
 - Pre-K Providers can post positions on the DECAL website by logging into GAPREK navigating to the Quick Links at the bottom of the page and clicking on the “Pre-K Job Posting” button.
- Verify candidate(s) meet Georgia’s Pre-K Credential Requirements: [Appendix T](#) and [Appendix U](#):**
 - Georgia Professional Development System (GaPDS):** Request a copy of the candidate’s GaPDS profile. Lead Teacher profile will state “*Qualifies for GA Pre-K Lead*”. Assistant Teacher profile will reflect Career Level 4 or higher.
 - Georgia Professional Standards Commission (GaPSC):** If the lead teacher candidate is a certified teacher, ask for their current GaPSC teaching certificate number:
 - Visit <https://www.gapsc.com/Certification/Lookup.aspx> to verify the candidate’s validity and to verify field code(s) matches with qualifying credentials listed in [Appendix T](#).
- Schedule and hold interviews with the selected qualifying candidates:**
 - Consider asking questions and developing scenarios involving classroom/student management strategies and planning developmentally appropriate activities.
- Conduct reference checks:**
 - Contact previous employers to verify work experience.
- When offering the position to the candidate:**
 - Discuss and sign the program’s detailed written employment agreement.
 - For reference, a Sample Employment Agreement is available in [Appendix S](#).
 - Plan and schedule orientation. Suggested Orientation Topics are available in [Appendix G](#).
 - Register for Best Practices training once available. Refer to the Professional Development information in Section 15 of the Operating Guidelines.