



## Careers FAQ:

### ***How does the application process work?***

**Step 1: Online Application** Complete an application on our job portal, including uploading a resume and cover letter. Only applications that are received via our online job portal will be considered.

**Step 2: Phone Interview** Our Recruitment Team reviews resumes on a rolling basis. We may reach out to you via email to schedule a phone interview if we think you may be a good fit for an open role on our team. During the phone interview, we'll ask you some questions to get to know you better, and give you a chance to ask us questions to get to know PAVE better.

**Step 3: Hiring Manager Review** After the phone interview, Recruitment passes along your application to the hiring manager (the person who you'd be directly reporting to). S/he will let us know if they're interested in moving you to the next step. Recruitment will typically get back to you within a week to let you know.

**Step 3: In Person Interview** We'll reach out via email to schedule time for you to come in and meet with the hiring manager and other team members in person. All interviews typically include some form of in person hiring exercise. For teaching candidates, this includes a demo lesson.

**Step 4: Final Decision** Recruitment will reach out to you within a week of your interview to let you know whether or not we're able to extend an offer to join the PAVE family.

### ***Where are your schools located? Where is your network office located? Can I apply to a specific school or the network office?***

PAVE Red Hook (PAVE RH) is located in the Red Hook neighborhood of Brooklyn, NY, and PAVE Southeast (PAVE SE) is located in the Southeast Raleigh neighborhood of Raleigh, NC. We hope to open more schools in Brooklyn, NY and North Carolina in the future. PAVE Schools, our network support office, is located in Red Hook near our first school.

Yes, you can absolutely apply to a job at a specific school! The job description will either say it's for PAVE RH, PAVE SE, or our Network. If it doesn't, that means you'll have an opportunity select which school you're interested in during the online application process.

### ***What grades does PAVE serve? Can I apply for a specific grade?***

PAVE RH opened in 2008 and serves PreK-8<sup>th</sup> Grade; PAVE SE opened in 2015 with K and 1<sup>st</sup> Grade, and will add one additional grade each year until it eventually serves K-8<sup>th</sup> Grade. Unfortunately, you cannot apply for a specific grade. However, you can apply for PreK; Lower Elementary (Grades K-2<sup>nd</sup>), Upper Elementary (Grades 3-4<sup>th</sup>), or Middle School roles (Grades 5-8<sup>th</sup>). Please feel free to express your grade preference during the interview process, but know that we cannot guarantee your grade placement until our full teams are built out each summer.

### ***How long is your school day? What does a typical day look like at PAVE for teachers?***

PAVE teachers are expected to work a minimum 9-hour school day. The structure of the school day varies depending on what grade level you teach, but in general, teachers have at least one prep period during the school day. There is also ample time for collaborating with colleagues, including a weekly grade team meeting.

### ***What benefits does PAVE offer to employees?***

PAVE offers a comprehensive and robust benefits package to all full-time employees. Many of these benefits are provided at no cost to employees. However, some plans require you to contribute financially in order to participate.

Health, Dental and Vision Insurance: All full-time employees (and their dependents) can choose to enroll in health, dental, and vision insurance plans.

Disability and Life Insurance: Eligible full time employees may enroll in supplemental short-term disability, supplemental long-term disability, accidental death and dismemberment insurance and group life insurance benefits plans. These benefits are currently provided at no cost to an eligible employee.

401K: Eligible full time employees may enroll in PAVE's 401K program. PAVE will match an employee's contribution up to 2% of an employee's salary. PAVE's contribution vests with the employee according to the following vesting schedule: 75% after completing two years of service, and 100% after completing three years of service.

Transit Checks: Eligible full time employees may enroll in PAVE's Transit Check program. Commuters can use pre-tax dollars to pay for their commute on qualified mass transit and parking.

Laptop Computer: PAVE provides eligible full time employees with a laptop for school related business.

### ***What is the salary?***

PAVE Schools typically offers a competitive pay scale in the local Department of Education. We take both education level and number of years teaching into account, and provide meaningful increases with each year that you remain at PAVE.

***What professional development opportunities does PAVE provide for its teachers?***

Professional development has always been a priority here at PAVE – we invest heavily in instructional leadership so that we can invest in and grow our teachers. Formally, every teacher has a coach who is constantly observing in your classroom and meets with you at least once every two weeks to review specific glows and grows – and specific action steps to bring your teaching to the next level. Additionally, we dismiss our scholars early every Friday so that we can build in weekly school-wide PD that’s specific to the needs of PAVE teachers. Informally, you are working with a talented group of educators every day; the opportunities to learn from each of them are endless!

***Are non-US citizens eligible to apply for a role with PAVE?***

No. Unfortunately, we are not able to sponsor work visas for candidates not authorized to work in the U.S.